



## **First Aid Policy**

**Date Agreed by Governors: May 2022**

**Review Date:**

**Signed: \_\_\_\_\_ (Chair of Governors)**

**Signed: \_\_\_\_\_ (Headteacher)**

A list of First Aiders is produced annually and can be found up around school and in the staff Handbook.

If a child reports ill during the school, the member of staff will ask a first aider to check if the child is either well enough to stay in school or not. Depending on the illness the members of staff will check the attendance of that child if there is persistent absence due to illness, the parent will be contacted and asked to come in school and check the child, it may be that the parents can bring in calpol or paracetamol depending upon symptoms. A child will not automatically be sent home.

If a child is to be sent home due to illness, either the office staff or member of staff in charge will contact parents, and explain what is wrong with the child and ask them to come in and pick the child up.

### **Accidents and emergencies**

The school has a system of recording all accidents, the main types, are bumps and grazes due to falls on the playground. These are recorded in the duplicate accident book and a message is sent to the parents via our Parent App.

If a child has a more serious accident e.g. falls off a piece of climbing equipment, the first aider is sent for, assesses the incident and follows the set procedure:-

- Stays with the child, and ascertains their injuries
- Asks a colleague to dial 999 and relays the injuries, at all time the first aider must stay with the injured person and act on the advice given by the ambulance service.
- When the paramedic turns up the first aider can step down but be on hand to comfort the child.
- Another member of staff contacts the parents and informs them what has happened, and if parents can get to school before the ambulance leaves they can, if not a member of staff will go to the hospital with a child and wait until a parent can get to the hospital. This means an adult will be with the child at all times.

In the above circumstances a detailed Local Authority Accident report Form will be completed and uploaded to the Local Authority website.