



First Aid Procedures

All support staff received certificated First Aid training that is renewed every two years that enables them to respond to simple first aid incidences. All support staff are required to act on first aid requirements within the whole school.

Classrooms and Playtimes

Any member of the support staff can be called upon to deal with simple first aid requirements.

Lunchtimes

Three first aiders (wearing yellow vests) will be designated on duty by Chris/Val every lunch time within the playground. These first aiders will either administer first aid in the playground, or in the medical room. All simple and superficial incidents are logged in their notebooks specifying child, date, time, visible injury and first aid administered. **All head injuries and other significant injuries require a first aider to log the incident in their notebook and to log the entry in the accident logbook which is stored in the main office at all times.** If in the early Years –Nursery and Reception, the child receives a “head injury sticker” in addition to a phone call home, alerting the parent/carer of the significant injury. **If injuries appear serious, a first aider will liaise with a senior member of staff to decide whether to call 999. A parent/carer will be notified after the emergency services have been called.**

Trips and Outings

A green bag with basic first aid provisions must be taken on every school trip.

First Aid equipment

All support staff on duty in the playground must carry a green bag with basic first aid provisions. All other first aid provisions, such as ice packs, bandages are stored in the first aid room.