



Making the difference

First Aid Procedure in the Case of an Accident/Emergency



FIRST AID PROCEDURE IN THE CASE OF AN ACCIDENT/EMERGENCY

PRIME AIMS:- To maintain life and prevent further injury. The adult or child to be reviewed by a qualified medical practitioner as quickly as possible.

The Head of Education is responsible for the overall welfare of the children but takes the advice of the School Nurse, Child's Physiotherapist or a trained First Aider and parent if necessary in medical matters. The Management Team has overall responsibility for the Health and Safety at work of the adult staff.

Immediate Action:

1. The members of staff responsible at the time of the accident/emergency (e.g. Teacher, Teaching Assistant, Lunchtime Assistant etc.) should quickly assess the situation and then inform the School Nurse, child's Physiotherapist or trained First Aider (certain members of the staff will be designated First Aiders and trained).
 2. If safe to do so the patient should be moved to the nurse's room and either treatment administered, parents/carers or ambulance called. If the patient is unable to be moved, the area will be safely cleared of other children and staff.
 3. Parents or Guardians should be notified and requested to join the child at school or hospital.
 4. The accompanying member of staff should take all the necessary details of the child with them to the hospital i.e.
 - Date of birth, address, name of consultant, names and dose of drugs, etc. (These are kept in the green class emergency file in the nurse's room).
 5. An entry should be made in the Accident Book for all accidents and logged on CPOMS.
 6. The "Advice for Parents of Children with Head Injury" leaflet may be sent home with all the children who have sustained a bang/bump to their head.
 7. Names of Certified First Aiders:
(Valid from 18th December 2020 valid until 17th December 2023)
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|-------------------|----------------|--------------|
| Adelle Gale | Simon Batstone | Zoe Gilbert |
| Becki Blaker | Rachel Curtis | Marie Brown |
| Chloe Moore | Laura Madden | Lucy Leyman |
| Chelsea Armstrong | Evelyn Gawen | Dee Bradshaw |

School Nurse

