



FIRST AID POLICY

Detailed procedures for incidents at school

Documentation and records

- Letters must always be sent home with children who have any head injury / bump. Such 'head' letters are available from school office. Teachers will be informed of these incidents by a First Aider and then it is the teacher's responsibility to make sure the letter is given to the child.
- A First Aider and / or Office staff may have already made attempts to phone and speak to parents over the incident it was serious but irrespective of success of this call a letter must go home.
- Any 'head' letter going home must be recorded in the book kept in office
- All injuries & accidents must be recorded

During day...lesson times and breaks (excluding lunchtime)

- First aiders (see named staff list on display in staffroom, EYFS dept., KS1 & KS2 corridors) should be consulted if appropriate
- All head bumps / injuries should always be referred to First Aider who will decide if parents need ringing.
- First Aiders may ask office staff to make this call if appropriate
- Head letters will be sent home irrespective of whether parents have been contacted

Lunchtimes

- Lunchtime records will consist of SMSA's accident book.
- The information from this will be transferred to the official accident book by a First Aider at end of lunchtime.
- The accuracy of lunchtime records is very important
- All injuries will be recorded
- For head incidents a First Aider will decide if parents need contacting before a head letter is sent at 3.15.

NON HEAD INJURIES...

- If a child states they have had an injury or accident OR a member of staff, including SMSA's sees an incident or potential injury **BUT there is no physical mark, sign or**

**sympton then the child should be appropriately counselled
BUT NO paperwork should be completed**

- **If there is a sign or sympton then the child should be referred to a First Aider (A SMSA First Aider if lunchtime). These incidents will be recorded**
- **For any serious non head injury, parents will be contacted**

HEAD INJURY...

- **If a child states they have hurt their head or a member of staff sees a child bang their head, then the child should be examined, a First Aider consulted & appropriate treatment provided. ONLY if the injury is deemed serious by a First Aider will then parents be contacted.**
- **School advice to parents should always be that the parent decides any next steps.**
- **Appropriate paperwork should be completed for ALL visible head injuries.**
- **ALL 'head' letters sent home must be recorded**

...ADVICE for LUNCHTIME STAFF (SMSA's)

- **Please familiarise yourself with the details of this policy and follow it at all times remembering that**
- **ALL HEAD injuries / bangs whether witnessed or not / whether visible or not should be noted in lunchtime record with a First Aider consulted at time. Please be aware 'head' includes face & ears not just top of head.**
- **At end of every lunchtime, on a rota basis, the lunchtime book should be physically handed to relevant person to complete the official incident book. This First Aider will fill in the official accident book & arrange for any head letters to be sent**
- **If any serious injury or serious head bump occurs during lunchtime the child should be brought to office for a Teacher / TA First Aider to be consulted so any phone calls can be made promptly**

Note...any member of staff in school whether first aid trained or not should act in a reasonable way over accidents / injuries. Acting in "loco parentis" covers any reasonable action / decision taken



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Summary

- **All visible injuries must be recorded**
- **All non visible injuries (non head) do not need recording**
- **All head bumps must get Head letter to go home at end of day**
- **ALL 'head' letters to be recorded in office record book**
- **Head bumps no sign of injury or with injury must be recorded at lunchtime (in SMSA's book)**
- **Parents will not always be contacted for visible head injuries....discretion will be used**
- **Acting in 'Loco parentis' backs any member of staff taking or not taking action ...that is seen as reasonable**

The key words in this policy are 'appropriate' and 'discretion'.

All staff are expected to act in a reasonable way therefore using common sense is key.

Parents have been informed about these guidelines which are also on the school website

