



First Aid Policy

September 2021 to be updated September 2022

First Aid Policy & Procedures

Where a child has been administered first aid, accidents and injuries treated in school will be recorded in a first aid log book located in the school medical room or teaching assistants will have a log book with them for minor first aid on playground duties. Serious injuries are reported to the office who will contact parents and/or medical assistance if required.

Minor first aid will be administered during school sessions inside or outside and recorded by:

Teaching assistants, teachers or first aid staff as appropriate. First aid log books will be used to record first aid incidents. The following will be recorded: child's name, date, nature of injury (with brief outline of context), and action taken. Parents will be informed by the first aider who recorded the incident as appropriate.

Informing/calling parents and carers:

Depending upon the child, circumstance or injury, a parent or carer may be called to alert them of the injury, and to discuss the appropriate action to take, e.g. for the child to be monitored at school or for the parent to collect the child and take them home or seek additional advice from their GP. Serious head injuries or other serious accidents or injuries should always be brought to the attention of the First Aid at Work (first aid lead), who will in turn inform the headteacher, Deputy or AHT.

If non-emergency hospital treatment is required, the parent should be called to take the child. In the absence of the parent a deputy safeguarding lead or nominated member of staff may accompany the child where consent from the parent/carer has been sought. There is an Urgent Treatment Centre at Crawley Hospital and an accident & emergency department at East Surrey Hospital Redhill. In addition a member of staff will be required to complete a Health & Safety accident form in order to formally record the incident. Riddor procedures will be followed as necessary.

If an ambulance is required:

The school will follow the contacting emergency services procedure listed below.

Additional Supplies:

Are stored in the first aid cupboard in the medical room.

Educational Visits:

A red first aid bag must be signed out/in from the office and taken on each trip off site and it is the responsibility of the class teacher or teaching assistant to ensure that this is carried out. Pupils registered with medical needs or a care plan will be identified specifically on the Educational Visits Risk Assessment and the necessary medication taken. Any group leaders or helpers will be briefed specifically about medical needs and action to take. Asthma pumps will be the responsibility of the group leader for their assigned pupils in their group.

CONTACTING EMERGENCY SERVICES:

In the event of a serious injury requiring an ambulance the school will make the call to emergency services stating:

- School Name: The Mill Primary Academy Primary
- Address: Ifield Drive, Ifield, Crawley, West Sussex, RH11 0EL
- Contact Number: 01293 571893
- Exact location of the casualty within the school
- Their name
- Name of the child. DOB and brief description of the child's symptoms

IF AIR AMBULANCE IS REQUIRED THE GPS COORDINATES OF THE SCHOOL PLAYGROUND ARE:

Latitude: 51.121770 Longitude: -0.208380

Once the ambulance has been called, a senior member of staff will remain with the child and another staff member will wait by the gate for the ambulance crew, directing them into the school grounds upon their arrival.