



## First Aid Policy and Procedures

- All treatment must be recorded in the Incident and Illness Register which can be found in the staffroom. Treatment includes dealing with minor cuts and grazes, nose bleeds, sprains, bumps, and bruises.
- Disposable gloves must be used for any injury where bleeding is involved (minor cuts, grazes and more profuse nose and mouth injuries). All swabs and gloves must be disposed of in the yellow sack/bin. Disposal of yellow sack and contents must adhere to strict HCC regulations.
- If the injury is more than just minor obtain a second opinion from another emergency first aider. Only treat a child if you are sure of what you are doing. Parents should always be made aware of significant injuries.
- If anybody (pupils, staff, visitors) has an accident which results in them being taken to hospital the CYPS Health and Safety team must be informed immediately on 03000 265786. – Accident reporting form on the Extranet. (See the serious accident section of the accidents file for more information)
- Any serious accidents must be reported to the Head Teacher who will fill in the online accident form.
- If a child has a bump on the head (however minor) the child must take home a slip from the Incident and Illness Register, kept in the staffroom.
- If a child is sent home unwell, they must sign the In/Out book on leaving.
- A child should remain in their classroom whilst waiting for their parents to collect them, if they are too ill to wait in the classroom they must be supervised by a member of staff.
- At all times, during school hours there must be at least one trained first aider on site.
- First aider will attend specific training courses as appropriate.