



First Aid Procedures

1. **INCIDENT REPORTING:** All incidents requiring first-aid (whether minor or major) must be recorded in the school First-Aid book on the incident/illness slip. This is situated in the first aid cupboard. EYFS staff will keep their own book and record in the same way. Please ensure the top copy of the record is sent to parents. Major accidents requiring professional medical assistance, including the child being taken to hospital by staff or parent, must also be recorded in the accident record booklet kept in the office. The form is then used to inform corporate accident/incident or near miss to county (see form below).
2. 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.
3. 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 any significant injuries.
4. 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. See the serious accident section of the accidents file for more information.
5. Any more serious injury must be recorded on an accident form – extranet. If you witness the accident or are dealing with it, it is your job to ensure the accident form is filled in (in conjunction with the Head teacher) and all the procedures are followed. If in doubt as to if one is necessary, or how to fill one in, please ask the Head Teacher. The completed Accident Form should then be sent to the health and safety department at county hall if appropriate..
6. If a child has a bump on the head (however minor) the child must take home an accident form. There is a supply of these kept in the cupboard in the staffroom. A text will also be sent to parents.
7. If a child is sent home unwell, they must sign the In/Out book on leaving.
8. 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.
9. At all times, during school hours there must be at least one trained first aider on site.
10. First aider(s) training will be reviewed regularly and will attend specific training courses as appropriate.