



First Aid Procedure

HISTORY OF DOCUMENT:

Issue No	Date Written	Date Reviewed	Approved by Governors
1			
2		Reviewed June 14	12/06/14
3		Reviewed August 15	01/10/15

Review due: October 2016

Signed by Chair of Governors:

.....
Pam S Comer

PROCEDURE - FIRST AID

Do NOT allow students to leave your lessons, except in an emergency.

EMERGENCY TREATMENT

NON-WALKING WOUNDED

If emergency treatment is required contact student/main reception who will alert first aider on duty.

There is a rota for all first aid requirements.

First aiders/reception will make arrangements for an Ambulance if necessary.

This excludes slight injuries which occurred earlier in your lesson or earlier in the day. They can seek advice at social times regarding these or after school but not during the course of a lesson.

ILLNESS

If a student genuinely feels ill in a lesson they should be referred to the pastoral team who will make a decision as to whether they should go home or not. Feeling ill should not be referred to the first aid team as it is not a situation which requires emergency first aid.

Send the students AT BREAK OR LUNCHTIME ONLY, unless in an emergency to the Pastoral Team who will make a decision as to whether a student may be sent home.

MEDICATION

All medication, except inhalers, should be handed in to student reception where a medicine cabinet is kept with a register of all medicines.

Staff do not have the authority to give any medication (including paracetamol) to students, unless the parents have completed a 'Request for School to Administer Medication' Form or the parents have been contacted.

HEALTH AND SAFETY

HEALTH AND SAFETY COORDINATOR: Stuart Paley

Staff should notify the senior caretaker, Stuart Paley of anything deemed to be of an unsafe nature or a hazard to health (eg plugs, leads and sockets).

HEALTH AND SAFETY forms part of the Governors Meetings.

FIRST AID PROCEDURE

WALKING WOUNDED	NON-WALKING WOUNDED	ILLNESS
<p>SEND TO RECEPTION at break or lunchtime (except in an emergency)</p> <p>CASUALTY TREATED</p> <p>INCIDENT TO BE LOGGED CENTRALLY BY FIRST AIDER</p>	<p>EMERGENCY TREATMENT REQUIRED</p> <p>CONTACT OFFICE STAFF WHO WILL CONTACT FIRST AIDER ON DUTY</p> <p>CALL DIRECT FOR AMBULANCE</p> <p>COMPLETE ACCIDENT FORM AND ARF 1 FORM</p>	<p>SEND TO PASTORAL TEAM AT BREAK OR LUNCHTIME ONLY</p> <p>DECISION TO SEND HOME BY THE PERSON IN THIS TEAM.</p>