



Friday 25<sup>th</sup> March 2022

**Re: Policy and Procedures for Administering First Aid**

Dear Parents/Carers,

We are currently reviewing the federation First Aid Policy and evaluating some of our procedures for administering first aid. Once the policy is ready, it will be shared with our parents and carers,

A large number of support staff are qualified to administer first aid when necessary. This includes swimming and any other school outings.

At present all accidents are recorded in the 'Accident Report Book' and an accident form is produced, once first aid has been applied to the child. Following this, parents and carers are contacted by the school office staff for **all** accidents.

As part of the revised First Aid Policy, we are making the following changes:

**Minor cuts and bruises**

- First aider should administer first aid if appropriate
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- Parents and carers **will not** be contacted by the school office
- Teacher observation is maintained
- Children are advised to show/tell parents
- Accident form **will not** be issued to the child

**More serious accidents and injuries (all head injuries)**

- First aider administers first aid
- Parents/carers are immediately informed, particularly if there is suspicion of broken bones/head or eye injuries
- The child is kept under close observation until parents/carers arrive, with the emphasis on making the child as comfortable and as settled as possible.
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- Accident form **will** be issued to the child

**Sprains**

- First aider should administer first aid if appropriate
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- If in doubt, parents/carers are contacted
- Teacher observation is maintained
- Accident form **will** be issued to the child

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### Stings/Bites

- If case is serious, parents/carers will be contacted
- No stings should be removed
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- Accident form **will** be issued to the child

### Faints and Shocks

- First aider should administer first aid if appropriate
- Parents/carers are immediately contacted
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- Pupil should be collected by parent/carer
- Accident form **will** be issued to child

### Very serious injuries (severe bleeding, burns/scalds, unconsciousness, serious breathing difficulties)

- Ambulance is immediately called
- Parents/carers are immediately contacted
- Accident is subsequently logged in the 'Accident Report Book' kept in the first aid box
- First aider is assisted by a senior leader until the ambulance arrives on site
- Accident form **will** be issued to the child

We are confident that these changes will help us to improve our procedures and systems for the administration of first aid, however, we will continue to evaluate them and keep you all fully updated.

Thank you for your support.

Regards,

Ms Zenia McIntosh  
Acting Head of School

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