



First Aid Procedure

Medical Room and First Aid Points

There is one Medical Room on the Ground Floor at the bottom of the Main Stairs next to Reception Class. Medicine for Foundation and Upper Juniors is in locked cabinets in this room. There are also first aid points in Lower Juniors, Key Stage 1 and the Nursery Building and medicine for these classes are held in locked cabinets in their area. First aid staff have access to keys.

. It is equipped with:

- a medical couch (medical room only)
- a telephone for emergency/external calls in each area
- a First Aid Kit for general first aid supplies replenished weekly by a designated Fully Trained First Aider
- An Accident Book with sequential numbering for each area (not to be removed)
- a list of fully qualified First Aiders
- a file for Children's Medical Needs and Allergies List (updated by the Office) and copy signed parental permission forms
- medication for each child with name and photo on their individual box (responsibility of class first aider) following medical form sign off from parent and Headteacher

Note: Emergency contact details by Class for parents are available on SIMS or in the Office

Recording Accidents – Accident Record Book

- It is essential that a record of injuries and accidents is kept which details accidents leading to injury. **The Accident Book** will be kept in the Medical Room and at First Aid Points.
- Accident forms should be completed and signed as soon as possible following the incident either by the pupil's teacher or the first aider and countersigned by the Headteacher if considered a serious accident.
- The Team Leader and fully trained first aider for the area will investigate the causes of recorded accidents and request any actions if appropriate.
- The Accident Book should not be removed from the Medical Room or locked cupboards in the First Aid points in line with Data Protection which stipulates that pupil's personal information is secure.
- The law states that you must report to the HSE certain types of injuries resulting from accidents at school, see list below. The Headteacher/ Deputy Headteacher must be informed and the SAO will then contact Islington Council's Education Health and Safety Manager and complete a report to the HSE using the **On-Line Reporting System**. Please

note that you must still complete the Accident Report and have it signed by the Headteacher.

RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Fractures

Any other amputation

Dislocation

Loss of sight

Chemical or hot metal burn

Penetrating injury to the eye

Injury resulting from electric shock

Injury leading to hypothermia, heat induced illness or unconsciousness

Injury requiring resuscitation or admittance to hospital for more than 24 hours

Loss of consciousness by asphyxia or other reason

Acute illness requiring medical treatment from substance absorption by inhalation ingestion or through the skin

Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or toxins or infected material

Bumped Head/ Serious Accident Procedure

If a child has bumped their head or incurred a serious accident or injury, the following procedure should be followed:

- Contact emergency services when necessary (staff have the authority to do so from any of the phones around the building)
- Inform a fully trained first aider who will provide appropriate treatment
- Call the office who will contact the parent
- If the child is not well enough to wait in class, a first aider should stay with them in the medical room and provide information to the parent on handover
- the teacher/first aider informs the parents/carers at the end of the session in which the accident/incident took place and gives the parent a standard letter which can be found in the First Aid File at the First Aid point
- complete accident form and pass to the Headteacher for signoff and any management actions or report on-line as appropriate.

Who Calls the Emergency Services?

Any staff member who believes that there is an emergency can call the Emergency Services. However in most cases the **First Aider who treats the person, calls the emergency services** if required and reports the incident in the Accident Record Book and informs the Headteacher.

The information may be required for reference in future first-aid needs

- Risk assessments;
- for insurance and investigative purposes.