Health and Safety

First Aid Procedures

What the First Aiders do

Minor incidents

- First aiders to ensure that their first aid bag has all the relevant items that they require to administer first aid.
- First aiders to notify the office of items that need replacing and office to reorder.
- First aiders to take their first aid bag and their walkie talkie out with them when on duty at break and lunch times.
- Administer first aid when notified by a child/adult of the incident.
- Record first aid incident on Smartlog.
- Smartlog will notify parents/carer via email.
- **Head injuries**:
    - Administer and record incidents on Smartlog.
    - Administer an ice pack as necessary.
    - Parents/carers noticed of the head injury via email through Smartlog
    - In the event of a serious head injury, office to call home to notify parents/carers.

Major incidents

- In the event of major incidents, seek medical advice depending on the incident. Call NHS 111 or emergency services 999.
- Office to notify the parents/carers of the named child/children.

What the Children do

- Notify first aiders if they are involved in an incident that requires first aid.
- Follow first aid procedures as requested by a first aider.

What Leadership do

- Ensure that first aid procedures are being followed by all first aiders.
- Ensure that all first aiders have up to date and relevant first aid training.
- Review first aid procedures regularly with staff.
- Monitor first aid incidents half termly and record and key themes or areas of concern.
- Action development points from the first aid monitoring.