



Bilthorpe Flying High Academy First Aid Policy Written September 2021

First Aid Procedures

There are first aid kits located in every classroom, one in the staff room and one in the school office.

All first aid boxes are regularly replenished from the main store at the side of the headteacher's office.

Minor Injuries

Minor injuries are dealt with in the classroom by either the class teacher or the adult in charge. A first aid is completed if necessary and sent home with the child. A first aid band is given to the child, yellow for bumped head and green for first aid.

Major injures

If further treatment is necessary, then a first aider would be summoned via the school walkie talkie, paging system, phone or a runner.

In the event of a bad bump on the head, the parents should be informed by telephone if possible, informed of the incident and advised to take the child to seek medical advice. The first aider will fill in the bumped head book which is kept in the office. If the child remains at school, staff will watch for symptoms of nausea, drowsiness or blurred vision. The headteacher and first aider will be called immediately if these occur.

If an emergency occurs and parents are not available or a child needs urgent medical attention, an ambulance will be summoned and the head teacher or a member of staff will accompany the child to hospital and remain there until the parent or guardian arrives.

Do not make medical judgements which you are not qualified to make and see medical advice when in doubt.

Serious Injuries

Serious injuries need to be reported to the headteacher immediately. eg

- i. Significant accidental injury to the head
- ii. Unconsciousness
- iii. Any suspicion of a fracture
- iv. Any condition causing concern

Any serious injury is reported to the HSE using the RIDDOR and Wellworker system.

Lunch time arrangements

Children are sent to the first aid post during lunch time. Children are sent to the first aiders and treated by the first aiders. If the injury turns out to be more serious then an additional first aider(s) will be called for. This is then recorded in the accident book and a slip is made out to be sent home. Additionally, an appropriate first aid wrist band will be given.

To be reviewed September 2022.