



Aviemore Primary School/ELC First Aid Policy

The designated first aiders are:

Pam Lowdon
Jess Creber
Louise Gillard

Other trained members of staff are:

(Additional First Aiders - basic)

All EYP staff
All PSA staff

First Aid Procedure:

If a first aid issue arises anywhere on site and it is possible/necessary to move the casualty - ensure that they are escorted to the medical room. If not possible please send for a first aider.



For minor incidents any first aid trained member of staff may examine and administer treatment. This should be recorded as detailed below.



In the case of more serious incidents inform a designated first aider so that they can examine and administer the appropriate treatment.

If designated first aiders are unavailable - inform an additional first aider or contact Aviemore Health Centre and parent/carer.



IN ALL EMERGENCY SITUATIONS DIAL 999.

School Recording Accidents/Incidents

All incidents should be recorded in the first aid book, which is kept in the first aid room. This will be reviewed termly to assess any patterns or issues that are coming up regularly.

They generate an accident or illness report:



AVIEMORE PRIMARY SCHOOL - ACCIDENT OR ILLNESS REPORT

Name	Class	Date
What happened:		
Treatment given:		
Treated by:		

Injuries to the Head / Face: the child should be issued with a RED BUMP BAND, the date and the initials of the adult issuing the band. A phone call to parents/carers or emergency contacts should also be made

following the administration of first aid. Record on phone log if contact is not made so Clerical can pass on message on return call. Please tick phone call column of the record sheet and send note home. If contact is made, this will suffice.

If the first aid incident has been caused by any of the following it must be reported to Jess Creber to be recorded on Assure.

1. Was the injury as a direct result of a work activity?
2. Was there a defect in environment, equipment, how the work activity was managed, that led to the accident?
3. Did this result in the injured pupil being taken to hospital directly from site for treatment – X-rays and scans are not treatment, they are investigative processes

Medical Protocols

(For children who have on-going medical conditions. E.g. asthma or diabetes)

There will be 2 copies of each child's medical protocol:

1. Office filing cabinet
2. Red Confidential folder – kept in classroom

Where possible, each protocol will have a front cover containing the child's name, class and a photograph, to minimise the chance of mistaken identity.

The designated first aiders will provide staff with an overview of pupils with medical conditions and allergies annually.

Staff medical conditions and protocols are recorded as disclosed in the central red folder (kept in the office) and staff to keep any relevant medication on their person.

Some staff also have individual risk assessments regarding their conditions. These are to be reviewed annually.

All allergies to nuts in personal protocols. However nuts are also not allowed in school. Parents are reminded regularly in the latest news and no nuts are used within school meals.

Reportable Medical Incidents

(These include fractures and incidents where the emergency services have been called)

The Headteacher is responsible for informing agencies (HSE RIDDOR) of medical incidents and will use the medical forms completed by the first aid person to achieve this.

Violent incidents: staff are requested to complete a Pupil-Staff Incident record on Assure as soon as possible after an act of aggression that leads to the staff member being harmed occurs. This will then be de-briefed by a member of SMT.

Where an adult is the perpetrator: There is now a dedicated phone line where you can report instances of violence or aggression at work. All calls to 01349 886622 will be answered by trained Customer Services staff. Incidents will still be investigated by your line manager.

Nursery Recording Accidents/Incidents

All nursery first aid incidents will be recorded on the below form



ELC Accident/Incident Form

Your child was hurt today. Here are the details of what happened.

Child's name _____

Date _____ Time _____

Where did the accident/incident take place?

ELC Setting (Indoors)

Outdoors

Gym Hall

Other _____

Is the child feeling ill?

Yes

No

If yes: Sore Head Sore Stomach Dizzy Hot Sick

Other _____

Which part of the body is affected?

Head

Right/Left Hand

Right/Left Arm

Right/Left Leg

Right/Left Knee

Other _____

Form of injury?

Cut

Blow

Bump

Sprain

Fall

Nose Bleed

Bite

Sting

Other _____

Summary of accident/incident including detail of injury



Please indicate on the picture where the injury took place.

Front

Back

Action taken

Reassured

Cleaned/Covered

Icepack applied

SMT/Manager informed

Parents/s informed

Other _____

Action taken to prevent this happening in the future

Staff signature 1 _____ Position held _____ Date _____

Staff signature 2 _____ Position held _____ Date _____

Parent/Carer signature _____ Date _____

Parent received copy of Accident/Incident Form ☐

Other carer received copy of Accident/Incident Form ☐

Time parents/carers were contacted _____ by phone ☐ email ☐ text ☐

Eforms notification completed? _____ Date Accident/Incident Form audited by manager _____

signature _____ Manager's _____



They are then signed by parents, EYP and manager.

All accident forms are audited monthly by Manager

Any issues from patterns identified are followed up by manager with support of FM if needed.

No incidents need to be recorded on Assure.

Nursery Protocols

Medical protocol forms filled out and kept in cupboard in both classrooms to ensure children with allergies/conditions can be identified. (see below)



Aviemore ELC Medical Protocol

Name of Child: _____ Date: _____

D.O.B: _____ Address: _____

Emergency Contact Numbers

Contact 1

Name: _____

Tel Home: _____

Tel Work: _____

Mobile: _____

Contact 2

Name: _____

Tel: _____

Mobile: _____

Brief Description of Medical Issue(s)

If your child has an allergy, what causes it?

What are the symptoms?

Procedures to follow

What are the next steps if the above procedure is unsuccessful?

Medication is kept in secure boxes, labelled with child's name in each kitchen along with relevant medical forms.