



Aviemore Primary School/ELC First Aid Policy



The designated first aiders are:

Pam Lowdon
Jess Creber
Chris Treanor
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 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.

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, containing the words 'BUMP TO HEAD', the date and the initials of the adult issuing the band. A phone call to parents/carers or

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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 the first aid incident has been caused by any of the following it must 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 3 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.

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.



Aviemore ELC Medical Protocol

Name of Child: Date:

D.O.B: Address:

Emergency Contact Numbers

Contact 1	
Name:	<input type="text"/>
Tel Home:	<input type="text"/>
Tel Work:	<input type="text"/>
Mobile:	<input type="text"/>

Contact 2	
Name:	<input type="text"/>
Tel:	<input type="text"/>
Mobile:	<input type="text"/>

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.