



Aviemore Primary School/ELC First Aid Policy



The designated first aiders are:

Pam Lowdon
Claire Darroch
Jess Creber

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.

Recording Accidents/Incidents

All incidents should be recorded on the following form:

THE HIGHLAND COUNCIL

FORM 1018 THE RECORDING OF ACCIDENTS, INCIDENTS AND OCCUPATIONAL HEALTH

PLEASE COMPLETE ALL SECTIONS OF THIS FORM & SUBMIT TO:


NATURE OF INCIDENT: SECTION 1018 (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100) (101) (102) (103) (104) (105) (106) (107) (108) (109) (110) (111) (112) (113) (114) (115) (116) (117) (118) (119) (120) (121) (122) (123) (124) (125) (126) (127) (128) (129) (130) (131) (132) (133) (134) (135) (136) (137) (138) (139) (140) (141) (142) (143) (144) (145) (146) (147) (148) (149) (150) (151) (152) (153) (154) (155) (156) (157) (158) (159) (160) (161) (162) (163) (164) (165) (166) (167) (168) (169) (170) (171) (172) (173) (174) (175) (176) (177) (178) (179) (180) (181) (182) (183) (184) (185) (186) (187) (188) (189) (190) (191) (192) (193) (194) (195) (196) (197) (198) (199) (200) (201) (202) (203) (204) (205) (206) (207) (208) (209) (210) (211) (212) (213) (214) (215) (216) (217) (218) (219) (220) (221) (222) (223) (224) (225) (226) (227) (228) (229) (230) (231) (232) (233) (234) (235) (236) (237) (238) (239) (240) (241) (242) (243) (244) (245) (246) (247) (248) (249) (250) (251) (252) (253) (254) (255) (256) (257) (258) (259) (260) (261) (262) (263) (264) (265) (266) (267) (268) (269) (270) (271) (272) (273) (274) (275) (276) (277) (278) (279) (280) (281) (282) (283) (284) (285) (286) (287) (288) (289) (290) (291) (292) (293) (294) (295) (296) (297) (298) (299) (300)

These should be logged on the following sheet, which is stored in the filing cabinet in the medical room:

Aviemore Primary Accident Log

Date	Name	Class	Age	Place	Treatment	By wht	Mark	Page

This will result in a child being given 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 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.

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. Child's PPR file
2. Medical room filing cabinet
3. 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.

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 form as soon as an act of aggression that leads to the staff member being harmed occurs and should return this to PT ASN for reporting.

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.