



## First Aid Policy

### The designated first aiders are:

Pam Lowdon  
Claire Darroch

### 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 <b>possible</b> to move the casualty - ensure that they are escorted to the medical room	If a first aid issue arises anywhere on site and it is <b>not possible</b> to move the casualty - send an alert to any member of staff
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Inform a '**Designated First Aider**', so that they can administer the appropriate treatment



If designated first aiders are unavailable - inform an '**Additional First Aider**'

### Definitions and Recording of Incidents

**Minor incidents:** these include slips, trips, falls and other minor accidents that result in a bruise, bump, graze or small laceration, largely to the surface of the skin.

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	Injury	Place	Treatment	By who	Note	Phone call

A minor incident will result in a child being given an accident or illness report:



### AVIEMORE PRIMARY SCHOOL - ACCIDENT OR ILLNESS REPORT

<b>Name</b>	<b>Class</b>	<b>Date</b>
<b>What happened:</b>  		
<b>Treatment given:</b>  		

**Treated by:**

Parents signature \_\_\_\_\_

*(Please could you sign and return to school – If you require any further information, please do not hesitate to contact the school).*

This must be signed by an adult at home and returned to the office doocot, where it will be filed in the medical room. Where staff know that a child has received first aid, please expect them to have a form and encourage them to return it the following day.

**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 or emergency contacts should also be made following the administration of first aid. No slip is required but a tick should be placed in the phone call column of the record sheet.

**Major incidents:** these include any accident that results in a child being sent home from school or parents being contacted due to the severity of the injury.

*Major incidents will results in a child being given a Highland Council form:*

All injuries to staff members must be recorded on this sheet.

*\* N.B. If you are not sure how to classify an injury, record it on the 'Major Incident Form' and give the child an 'Accident or Illness Report' slip to take home. If you feel the need to phone parents to inform them of an incident for anything other than a head injury, you should always record this on a 'Major Incident Form'.*

**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 Head Teacher 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 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 V&A 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.