



It is our aim to ensure that the appropriate first aid provision is in place for our children, staff and any visitors to our premises.

This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

RESPONSIBILITIES

- Ensure that all first aid bags remain adequately stocked. If you note that stocks are low, replace them immediately.
- Ensure injuries are treated / assessed by a qualified first aider. The names of whom can be found listed in all areas of the school.
- **ALL** reported incidents must be recorded on the appropriate form. If no treatment is required or treatment is declined, this **MUST** also be documented on the form.
- A phone call home **MUST** be made for all reported facial or head injuries, offering parent / carer the opportunity to come and assess if they wish.
- If further medical assistance is required in an emergency, one person will contact parents whilst another will contact the emergency services.
- Photocopies **MUST** be made of the first aid report and handed to the collecting parent/carers at the end of the day, or upon collection from school if sooner.

First Aid boxes can be found in the following areas:

Office

Nursery - Cupboard in toilet area

Reception - Cupboard in activity area

KS1 - Cupboard under sink in activity area

KS2 - Activity area

Upper KS2- Lions class