



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 sent home with the child at the end of the day if not collected by parent / carer, **OR** parent / carer informed of injury on collection of the child.
- **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