



First Aid Policy

Our First Aid room is located at the top of the KS1 Corridor

- Any child who requires First Aid should be seen by a First Aider. If no First Aider is immediately available in the classroom, the child should be sent to the medical bench and the school office informed.
- All accidents will be logged
 - who name of person injured
 - what type of injury (bump/cut)
 - where place it happened
 - when date / time (playtime, classroom)
 - why type of accident (fall)
- A green accident letter will be given as an aid to teacher's memory to speak with that child's parent/carer and pass on letter. A copy will be kept in school.
- Any child with a head injury or bad bump are to be sent home as a matter of precaution with a green letter. The Head Teacher's permission is needed before anyone is sent home. On arrival it will be pointed out to the parent/carer the recommendation to go to hospital for a check up.
- A White Card will be sent to the office for 1st Aid assistance should an incident happen during break time.
- In schools, the Policy of the LA is that non-prescription medicines should not normally be administered in line with DCSF recommendations. **A child under the age of 16 should never be given aspirin unless prescribed by a Doctor.** The Policy is designed to protect the best interest of the child, as well as those of staff. Taking into account the circumstances, it may be appropriate, in accordance with the expectation of the 'duty of care' which the Headteacher holds, for him/her to use judgment and common sense (as a parent would) and provide medication, however, NO pupil under 16 should be given medication without his/her parent's written consent. In critical special need cases, the Headteacher will administer medication with the written consent of the parent/guardian.