

First Aid Procedure

The appointed first aiders in school are:

Mrs Julie Sadler completed Nov 2017
Mrs Jane Kanisius completed Jan 2018

All members of staff in school have a qualification in first aid pertinent to schools.

The first aid cabinet is situated in the RECEPTION and the defibrillator on the outside wall. There are also four portable first aid kits, which should be taken off site for any activity.

All injuries should be dealt with according to first aid training advice and should be written in the school's accident book. All children who have bumps to the head will be issued with a sticker " I bumped my head today", along with a note home to parents.

For more serious injuries, such as unconsciousness, fracture, visit to hospital, a CREST form should be completed online and reviewed by Head Teacher and submitted to West Berkshire.

If a member of staff thinks that parents need to be contacted, due to the seriousness of an injury, the Headteacher or a senior member of staff should be informed. Parents will be contacted by a member of school staff.

If there is **any doubt** that a child needs professional medical attention, parents should be contacted immediately. If this is not possible, the child should be taken to casualty by two members of staff. **In more serious cases an ambulance should be called.**

Review

This Policy will be reviewed bi-annually by the Full Governing Body.

Date approved

October 2009

Date reviewed

January 2021