

WORKING PRACTICE: FIRST AID

PERSON RESPONSIBLE: B Manek

MONITORING: I Brierly

DATE: September 2018

REVIEW DATE: September 2019

RATIONALE

At times, staff and students will feel unwell during the school day. As a caring school, we endeavour to deal with these cases sympathetically, whilst at the same time retain an objective view of the situation.

The health of a student is the prime responsibility of the parents and the medical profession.

- There are two categories of ill health – [i] sickness and feeling unwell and [ii] first aid.
- The two categories should follow different procedures as laid down:

Sickness/Unwell

If a student is unwell the following procedure should be followed:

- Encouraged to return to lesson
- Sent to the Head of Year with a note
- The Head of Year will then decide either to return the child to the lesson or authorise the child to go home
- The office staff can then act on behalf of the Head of Year. Any student trying to circumvent the system should be returned to their subject staff.

First Aid

- If there is an emergency, if a child is injured, had an accident or is hurt in some way, a member of the first aid team should be sent for to deal with the hurt child.
- First Aiders are available in the school office.
- If a child is in need of hospital attention or needs to go home, the office staff will contact home/parent.
- The first aider may be expected to accompany the child in the ambulance to the hospital.
- Accident Report Form should be completed and handed to the receptionist.