



# **THE MOSLEY ACADEMY PRIMARY SCHOOL**

## **FIRST AID PROCEDURE**



**March 2023**

**Review:**

**September 2023**

## **FIRST AID PROCEDURE**

Most staff at The Mosley Academy have First Aid training. All First Aid/treatment given must be recorded in the blue accident books, with a copy given to the student to take home. Head injuries may receive a call home where staff members feel this is necessary and parents will receive a courtesy call home as a precaution, even if the student appears well. Ice packs, plasters, sterile wipes and other medical supplies are kept in the medical room next to the school office.

A pupil's wellbeing is the primary concern, therefore it is better to be safe than sorry. Act with caution when making judgements if there is any uncertainty.

### **In-school procedures**

In the event of an accident resulting in injury the closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Headteacher or if not available the office team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone

- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. There will always be at least one first aider on school trips and visits in Key Stage 1 and 2.