

## FIRST AID POLICY – 2020/21

**At Hamp Nursery and Infants school we adopt the County model policy for First Aid.**

### **Minor Injuries**

First Aiders should:

- assess the situation and keep the patient calm
- apply wet gauze if needed
- check classroom allergy lists before applying any type of plaster
- report any head bumps to class teacher, who will then decide to refer to First Aider/parents
- record any treated injury in accident folder (stored in Reception)\*
- gloves should be worn to ensure personal safety and hygiene standards
- if in any doubt about severity of accident, refer to First Aider or Head

### **More Serious Injuries** (refer to First Aider/Head Teacher)

- call First Aider/Head Teacher, who will act in accordance with first aid training

**Once First Aider is in attendance, only the member of staff first on the scene needs to remain with the patient and First Aider. Should the First Aider request further assistance, a senior member of staff should be notified.**

**\*Accidents that require the first aider's assistance should be recorded on an individual accident form in addition to the main accident folder.**

### **Staff Accidents/Injuries**

Follow the procedures for children.

Record any accidents/injuries in employee accident book (in reception).

Refer to Head Teacher/First Aider/Witnesses to ensure an accurate recollection of events.

Head Teacher/Staff to complete relevant accident report forms.

### **Personal Safety**

- gloves must be worn when dealing with any bodily fluid
- all contaminated dressings must be disposed of in the yellow sack bin located in the cleaner's cupboard