

# First Aid: Classification of need and action to be taken

Type of injury/condition	Example	Action to be taken
<b>Minor Ailment</b>	Small cut, bruise, etc. which does not affect performance in class.	Teacher to be aware and monitor situation. If there is any doubt at all over what is required, the student should be sent to Pupil Reception.
<b>“Walking Wounded”</b>	All eye, head injuries and more serious cuts, knocks, strains, sprains, etc. which need further assessment and treatment but which do not render the student immobile.	Student escorted to the Pupil Reception by member of staff or responsible student. Member of First Aid Team called. Appropriate First Aid applied. Assistant Head or HoY contacted if student needs further assessment/treatment (e.g. sending home). Admin Officer to phone parents. Accident book/report completed (Main reception).
<b>Emergency</b>	Injury or condition of a clearly serious nature e.g. serious cut, unconsciousness, broken bone, electric shock, neck or back injury.	<b>Do not move the casualty unless they are in danger.</b> Inform relevant Pupil Reception immediately (telephone or runner). The First Aider/Receptionist assesses the situation and calls: - another member of First Aid Team, if required; - Ambulance; Admin Officer informed. They then call parents or emergency contact. Accident book/report completed (Main Reception).

## FIRST AID INCIDENT PROCEDURES FOR STUDENTS SENT TO PUPIL RECEPTION

1. Mrs Sumner or Mrs Butler to administer first aid.
2. First aider to write the name of the students in the first aid folder and the name of the member of staff who informed Main Reception of the incident. (First Aider folder to be kept in main reception)
3. When the first aid is complete, the first aider to contact Pupil Reception who will contact parents.
4. The member of staff who sent the student to Reception to initiate an accident form for the incident. (Kept in main reception). *It is important that this member of staff checks and agrees the version of events put in the accident form.*
5. Pupil Reception to inform the Health and Safety Coordinator if the accident form is not returned within two days.
6. Pupil Reception to inform the Health and Safety Coordinator (Mrs A Harvey).
7. Where a student reports directly to Pupil Reception and if no member of staff has witnessed the accident, the Admin Officer will initiate the accident form and the Health and Safety Coordinator will be responsible for its completion.
8. If first aid is administered where the accident has occurred the first aider will complete the first aid folder retrospectively.
9. Students will be moved to the waiting area in main reception, if necessary, to wait to be collected by parents.