



EBOR ACADEMY

First Aid Procedure

Signed:

Date of Signature: 14<sup>th</sup> December 2021

Review Date: November 2022

Responsibility for review: School Business Partner

## PROCEDURE - FIRST AID

**Do NOT allow students to leave your lessons, except in an emergency.**

### EMERGENCY TREATMENT for NON-WALKING WOUNDED

If emergency treatment is required contact main reception who will alert the first aider on duty.

There is a rota for all first aid personnel.

The first aider/reception staff will make arrangements for an Ambulance if necessary.

**This excludes slight injuries which occurred earlier in your lesson or earlier in the day. They can seek advice at social times regarding these or after school but not during the course of a lesson.**

### ILLNESS

If a student genuinely feels ill in a lesson they should be referred to a Head of Year who will make a decision as to whether they should go home or not. Feeling ill should not be referred to the first aid team as it is not a situation which requires emergency first aid. If need be ask for help to escort them to reception in case they feel faint so someone can support them.

### MEDICATION

All medication, except inhalers, should be handed in to reception where a medicine cabinet is kept with a register of all medicines.

Staff do not have the authority to give any medication (including paracetamol) to students, unless the parents have completed a 'Request for School to Administer Medication' form and/or the parents have been contacted.

### HEALTH AND SAFETY

HEALTH AND SAFETY COORDINATOR: Linda Hinchliffe

Staff should notify the caretaker, Terry Lamb of anything deemed to be of an unsafe nature or a hazard to health (e.g. plugs, leads and sockets).



**FIRST AID PROCEDURE**

<b>WALKING WOUNDED</b>	<b>NON-WALKING WOUNDED</b>	<b>ILLNESS</b>
<p>SEND TO RECEPTION at break or lunchtime (except in an emergency)</p> <p>CASUALTY TREATED</p> <p>INCIDENT TO BE LOGGED BY FIRST AIDER</p> <p>INFORMATION LOGGED ON PROGRESSO</p> <p>PARENT / CARER INFORMED</p>	<p>EMERGENCY TREATMENT REQUIRED</p> <p>CONTACT OFFICE STAFF WHO WILL CONTACT FIRST AIDER ON DUTY</p> <p>It may be necessary for them to:-</p> <p>CALL DIRECT FOR AMBULANCE</p> <p>INFORMATION LOGGED ON PROGRESSO</p>	<p>SEND TO RECEPTION AT BREAK OR LUNCHTIME ONLY</p> <p>DECISION TO SEND HOME TO BE MADE BY A HEAD OF YEAR</p>