



## **FIRST AID PROCEDURES**

1. Equipment is stored in the cupboard labelled First Aid in the ICT Suite.
2. Any injury must be tended by a named first aider only.
3. Another child should not tend an injured child.
4. Gloves should be worn when dealing with blood and other body fluids. Use sterile gauze and water only for open wounds or grazes. Baby wipes may be used as an alternative. Waterproof plasters *may* be used if the wound continues to bleed.
5. Use ice packs for bruises or bumps where appropriate. (Stored in staff room freezer.)
6. Soiled dressings and gloves should be wrapped before disposal in the Clinical Waste bin, based in the library. Other waste (eg nappies) containing body fluids should be disposed in the Clinical Waste bin too.
7. Serious injuries must be written on an Incident Report Form. (Forms stored in the office.)
8. Other minor injuries will be recorded on a separate accident form. These are photocopied with one being sent home with the child and the other being placed in the child's blue folder. Forms are kept in the library.
9. For head bumps use the additional 'head bump' form and send home for parents/carers.
10. The school has appointed named first aiders who receive regular training.

### **Monitor and Review**

These procedures will be reviewed annually