



First aid procedures for Incidents and Accidents

(Head bump procedures are listed separately)

- A first aider will assess and treat the pupil appropriately.
 - For all injuries an accident form needs to be completed by a first aider – forms are kept in folders located in nursery /bottom of staircase outside staff room/Year 1 and Reception classroom.
 - Forms will be handed to class teachers who after reading them will hand them to the parent/carer at the end of the day.
 - If the pupil requires a visit to the hospital for further treatment then the parent /carer will be informed.
 - If school cannot make contact with the parent/carers then the next contact numbers will be called.
 - A first aider will stay with the pupil until the parent/carer arrives.
 - School will offer transport to the hospital if needed and a member of the Safeguarding team will offer to accompany pupil and parent.
-
- If the accident has occurred on site then school will complete a PRIME (V2) form . This will be completed in conjunction with any staff who witnessed the accident and the first aider who treated the pupil.
 - A copy of the PRIME form will be logged on CPOMs in the child's folder
 - The original copy is handed to Kathryn Evans (Bursar) to upload on to the Cheshire system
 - PRIME incidents will be reported at the Governor's termly meetings.

HEAD BUMP PROCEDURE

- A First aider will assess and treat the pupil appropriately with a covered ice pack.
- An accident form will be completed by a first aider, including the 'Head Bump' section.
- A first aider whom is familiar with the child, will check on them at regular intervals throughout the rest of the day and sign the accident form to confirm that the child is alert and responsive and not showing any signs of concussion.
- The first aider who has treated and assessed the child must try to hand over to the parent/carer at the end of the day, wherever possible.
- If the head bump is deemed serious, the parent/carer will be informed of the situation, by the adult who witnessed the incident, and asked to collect their child and taken for medical attention.