



The following staff are trained in paediatric first aid.:-

- All EYFS staff
- All School LSA staff
- School secretary

If a teacher feels that a child is not well enough to continue working in school, the child is sent to the office. The child remains in reception (except in extreme cases) and parents will be contacted and asked to take direct responsibility for the pupil (remove the pupil from the premises). The responsibility for deciding whether the pupil should go home or not, therefore primarily resides with the teacher who knows the pupil better than the office staff.

If pupils become ill at break or lunch times they should report to a member of staff on duty.

ACCIDENTS

If a pupil has an accident at break and lunchtime they should be sent to the **first aider available on the playground** to explain the problem. **Please note that children should not be sent to the office to receive first aid unless it is an emergency.** Accidents only will be dealt with in/outside the nearest classroom and appropriate action taken. Any cuts and abrasions should be dealt with in the allocated classroom.

For the more serious accidents (other than minor cuts and abrasions) the child's parent will be contacted and asked to take the child for medical assistance. If the parents cannot be contacted and the school is concerned about the child's health then it is better for the child to be waiting at a hospital, rather than at school,

It is always important that Initially the school attempts to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital. When it is not reasonably feasible for parents to take the pupil to hospital, the pupil will be driven to casualty by a member of staff (with suitable car insurance) who will remain with the pupil until the parent(s) arrive.

Parents should be:

- given the name of the hospital to which their son/daughter has been taken;
- asked to attend the hospital as a matter of urgency;
- reassured to prevent parental distress and another possible accident as they travel to the hospital.

If no member of staff is available to take the pupil to hospital then an ambulance will be called. Whilst the ambulance travels to the school a note should be made of 'contact names and telephone numbers' and this note should be given to the ambulance crew on their arrival at the school. The hospital should be telephoned and told of the problem and any available 'contact names and telephone numbers' - this is best done by the ambulance crew. The hospital will then take responsibility for contacting parents and may use the police if deemed necessary. Pupils must be sent to hospital **immediately** by ambulance in these cases:

- any head injuries and wounds needing stitches when the bleeding cannot be slowed down;
- all suspected fractures must go direct to hospital immediately by ambulance or with parents; if there has been any amount of unconsciousness even for a few seconds.