

# The Fulbridge Academy



## Fulbridge Academy First Aid Procedure (Appendix to MAT policy)

Date approved:	March 2019
Date reviewed:	
Date of next review:	March 2022

## Arrangements

At Fulbridge Academy we endeavour to provide the best possible care for our pupils. many of our staff are First Aid trained to deliver this care. Staff must treat each child with sensitivity and have empathy towards parents.

The designated First Aider can be found in the First Aid room in the central corridor of the school and will be available during play times and lunch times. Children are either brought or directed there.

Names of all first aid trained staff can be found on the notice board in the First Aid room should they be required. An up to date list is also kept on google drive.

First Aid equipment is found in the First Aid room and also in First Aid boxes around the school. An additional First Aid area is available at Fulbridge Academy High.

First Aid boxes can be found in the following places:

Fulbridge Academy-

First Aid Room (Madame Pomfrey's)	Breakfast/ After School Club (Ratatouille)	Main Hall (Iain Erskine Sports Hall)	Small Hall (Wonder)
Main Playground 3G Pitch (PE Use)	Staff Kitchen (Lego City)	Music Room (Cavern)	
Yr 1 Corridor (Across from Duloc)	Yr 2 Corridor (Outside Staff Room- Armana)	Yr 3 Corridor (Outside Springfield)	Yr 6 Corridor (Outside Silverstone)

Fulbridge Academy High-

Fulbridge Academy High First Aid Room (Hello)	Dance Studio (Wonderwall)		
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Medication boxes are kept in every classroom with a list of up to date medical conditions, this box goes with the class to all areas of school e.g P.E, Art, Drama etc.

## **Procedure**

Clean hands and wherever possible gloves must be used when dealing with all incidents

Minor incidents should be dealt with efficiently and logged, child should then be returned to playground or classroom when possible and practical.

Head Injuries are dealt with appropriately, signs to look out for are noted on the bottom of the accident slip. Should the head injury be serious then NHS 111 will be called to seek advice over any action that needs to be taken.

All accidents are recorded in the Accident Record Book which is located in the First Aid Room. A copy of the incident is kept in the book and the other given to the class for the child to take home. All children are given a sticker informing their teacher and parent that they have received first aid.

All incidents are recorded on the CPoms system under First Aid. Class teachers are alerted and any slip, trip or fall is also alerted to the site team.

An up to date list of children's medical conditions is kept in the cause for concern folder in the First Aid room, FAH, PE department and classes have a copy in their medical condition box, A record is also kept on Pupil Asset.

## **Offsite Activities**

Classes leaving school premises should take a First Aid Kit and a sick bucket with essential cleaning supplies. A designated trained First Aider (named on the risk assessment) should accompany the children. A list of all medical conditions is sent electronically to classes before the trip by the office staff.

## **Waste Disposal**

Urine, faeces and vomit should be eliminated or discarded in the toilet in the usual way.

Blood soiled wipes and dressings should be disposed of in an appropriate bin.