

Kingsbrook School

First Aid Procedure

Kingsbrook School
Southburgh
Thetford
Norfolk

31st August 2025
Review: 30th August 2026

First Aid Procedure

(This Procedure should be read in conjunction with 'The Health Of Children' Policy and The Health and Safety (First Aid) regulations 1981; revised Code of Practice 1997)

Definition Of First Aid

When employees become ill or suffer injuries at work, it is important that immediate first-aid attention is obtainable and, if necessary, an ambulance called. First-aid given promptly and effectively can save lives; often it can assist in the prevention of minor injuries deteriorating into serious injuries. In many incidents/accidents, it is the only treatment necessary. The First Aid at Work Policy covers the arrangements required to ensure that appropriate first-aid provision be situated in all places of work throughout Kingsbrook School.

Training

- All staff will receive Emergency First aid at Work Training (1 day)
- At all times there should be at least two designated First-Aiders on every site occupied by the school.
- There will be at least one designated First Aider for every school trip and/or offsite provisions student's attend.
- Members of staff will be made aware of any hazards in the subjects that they teach or the activities that they supervise and will have appropriate training and access to First Aid kits.
- On expiry of certificates or when an employee who has been trained as a First Aider leaves the school, arrangements will be made to replace them.

In the case of sickness or injury within education the nearest appointed person should be contacted.

- There will always be a First Aider available for First Aid coverage.
- All staff should know which of their colleagues are qualified to give First Aid and should refer any accidents or other medical emergencies to them.
- The names of the current First Aiders will be displayed around the school.
- No one should attempt to administer First Aid outside the scope of their training.
- The First Aider will take charge of the situation if any serious injury or illness occurs at work and they will have responsibility for First Aid boxes and related equipment.
- First Aid boxes are available in the following locations Medical Room and Staff Room
- All occasions involving First aid need to be recorded in the accident book to include a body map which is kept in the Head of School's office.

- Two copies of the accident book entry will be made and two of the body map. One entry and body map are sent home with the student. The second copy is saved under the medical section in their personal files. The original in the accident book remains.
- A follow up telephone call will be made to parents/carers whose child has had an accident.
- A designated First Aider will make a monthly check of the First aid boxes.
- Pupils with medical conditions, such as asthma or severe allergies, will be identified. All staff will be aware of their conditions and alert to the need for prompt action.
- In case of spillage of blood or body fluid all staff must ensure they wear gloves before attempting to treat a wound or clean and sanitize the area with an appropriate disinfectant or cleaning agent. All infected materials should then be disposed off in an appropriate container.
- Only minor injuries (bruises sprains) where there is no possibility of a broken bone, or minor cuts and abrasions (not requiring stitching) are to be treated on site.
- Blows to the head leading to dizziness or unconsciousness, difficulties breathing, injury involving loss of feeling or requiring CPR should automatically trigger an emergency ambulance call or visit to the hospital.
- In the event of an injury to the head; all staff are to be informed so additional observations can be made of the student throughout the remainder of the day.
- A leaflet will be sent home with the student who has obtained an injury to their head to alert parents/carers of the care required and the warning signs of concussion.

Casualty procedures

The following procedures should be followed:

- Dial 999, ask for the ambulance service, give details of the nature of the casualty and ask for the ambulance to go to the site of the emergency.
- Contact a First Aider, giving them details and the exact location
- Send a member of staff to a convenient location to guide the ambulance crew to the casualty.
- Staff are reminded of the danger of attempting to move the casualty who should be kept warm until the ambulance crew arrive.
- Staff should follow the guidance laid out in the HSE guidance Basic First Aid at work. 'What to do in an emergency'.