

# BRANKSOME HEATH JUNIOR SCHOOL

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**Executive Head:** Mrs S Hayward

**Head of School:** Mr A Brown



## First Aid Protocol

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The school first aid room is located near the school office next to the Head of School's office. A child who requires first aid treatment should be escorted to the school office by a teaching assistant if possible; the school office will arrange for a trained first aider to assess the child.

First Aid is available at break and lunchtimes; a trained first aider is on the playground during these periods and can be identified by their green first aid vest. They carry a small kit with them in order that they are able to deal with minor incidents. Children requiring further first aid attention should be directed to the school office, and if possible be accompanied by an older child or member of staff.

### Administering First Aid

Only a qualified first aider should assess and treat a child. If a child is assessed as having a major injury requiring an ambulance, the school office should be informed and they will ensure a member of SLT is aware. The school first aid room has an external phone line allowing the emergency services to be contacted directly.

Qualified first aiders should assess any injury or illness in line with their training.

If there is **any** concern about a child's injury the parent/carer should be contacted to discuss the injury.

If a child is sent home following an accident, a copy of the first aid record should be given to the school office who will ensure the relevant Hamwic online accident reporting form is completed.

First aiders are reminded to check if a child has allergies before commencing any treatment. First aiders should keep their awareness of these individuals updated through regularly consulting the photos of children and staff with allergies. A folder of these photos is available in the staff room, office and first aid room.

Any first aid treatment should be recorded in the accident book, accurately and in as much detail as possible. A copy of the accident book record should be given to the class teacher (either via the child, register or by taking in person by the person administering first aid). The teacher should ensure that the child takes the copy home at the end of the school day to give to their parent/carer.

If the child has an injury above the neck, a red letter should be completed and the school office should be asked to either send a text or telephone the parent to advise them. The red letter

should also go home with the child at the end of the day. The child should be given a bumped head sticker to wear so that all adults are aware there has been an injury.

### **Administering Medicine**

Normally the school will only issue medicine to a child where it has been prescribed by a medical professional and where the parent/carer has given written permission for the school to administer the medicine.

In some circumstances a trained First Aider may judge that a child is not ill enough to go home. In these cases the first aider should phone the parent/carer to discuss the child's symptoms and with verbal permission may agree to administer either Calpol or Piriton which the school keeps in in a locked cupboard. The First Aider must ensure that they discuss with the parent/carer if the child has previously had this medication and if they have had an adverse reaction to it. If the child has never had the medicine before it should not be administered.

Verbal permission from a parent to allow the school to administer non-prescribed medicine should be recorded on the 'Non-Prescribed medicine Form' and a record of the reason, type, time and amount of non-prescribed medicine recorded.