



First Aid Procedures

Student Services Office is the first point of call for all children to report if they feel unwell. If it is decided that the child needs to go home the staff in the office will contact the parents/carers to collect the child. At no point should the child or any other staff contact the parent for medical conditions.

If the situation requires an ambulance the Staff in the Office will start this procedure, informing the necessary areas of the call (Reception, Senior Leadership Team and Premises Team). It is vital that this procedure is adhered to so that all that need to know get the correct information.

Any major emergency the staff in Student Office will call for Sue Carr who is the Chief First Aider.

Things that may happen in the classroom:

- If a child has an asthma or panic attack, please try to keep them calm and sitting up so that their air pipes are clear. They are permitted to use their own asthma inhaler
 - they must NOT use any inhaler that belongs to someone else – this could be more of an emergency.
- In the event of a seizure please move the remainder of the children in the class out of the room quickly and quietly. Move all furniture away from the child. Do NOT try to hold them.
- If a child faints please lay them on the floor and raise their legs slightly and keep them cool.
- If for any reason there is major bleeding from a child please sit or lay them on the floor and hold something on the wound to try to stop the blood flow.

With any first aid issues – CALL STUDENT OFFICE IMMEDIATELY