Godmanchester Community Academy: First Aid Procedure

***If you have any concerns in regards to first aid always seek a second opinion from an advanced/paediatric first aider—Mrs Tester, Mrs O'Connor, Miss Ruff, Ms March**

Child is injured

- Comfort
- Identify where they are hurt
- Identify how the injury occurred
- If you are able to, ask to see the injured area

Are you appropriately trained to deliver first aid?

YES

NO

Identify a suitably trained individual to continue first aid. See Reverse.

Minor First Aid

- Reassure the child
- Treat the injury
- Record the location and treatment in the first aid log, giving the white copy to the child or class teacher.

Head Bump

- Treat the injury
- Put a head bump wristband on child.
- Ensure a parent/guardian is informed of the head bump via dojo message or, if more serious, via phone call.
- Ensure the class teacher is informed of the head bump so they can monitor for signs of concussion.

Monitor

If a child continues to complain of pain linked to minor first aid, seek advice from an advanced/ paediatric first-aider.

Major First Aid

- Reassure the child until an advanced first aider arrives.
- Send other children away from the situation.
- Ensure the child is comfortable.
- Remain with the child to support the lead first aider.

Assessed as serious

- Send supporting adult to call 999 and inform a member of SLT. Where possible supporting adult takes the phone to the site of incident as lead first aider may need to answer questions.
- Member of SLT contacts parents/guardians.
- Continue to provide reassurance and ensure the child is comfortable until the ambulance and/or parent/guardian arrives.
- If parents collect, offer first aid guidance to limit further injury.
- Complete Incident Log

Assessed as moderate

- Send supporting adult to inform a member of SLT.
- If possible, treat the injury
- If required, send member of SLT to contact parents/ guardians either for collection or for their information.
- If collection, continue to provide reassurance until the parents arrive. On arrival, offer first aid guidance to limit further injury. Try to ensure a third party has heard this advice.
- If to remain in school, ensure class teacher is informed so they can monitor.
- Complete Incident Log