

First Aid & Accident Procedure



- Go to the scene immediately if possible and/or summon First Aid assistance and/or contact the emergency services.
- With children it can be hard to assess whether they have been injured or the extent of the seriousness of an injury. If you have any doubt about this, you should err on the side of caution and contact the emergency services.
- Even if a child is accompanied and you think an accident is not being treated seriously enough, get medical assistance on your own initiative if necessary.
- All accidents should be reported in our first aid book and a copy of the entry should be shown or sent to the pupils legal parent or guardian if they are under 18 years of age. The pupil/parent or guardian should also be notified that the managers of any hired venues may also need to see a copy.
- Unless there is good reason, First Aid should not be administered without the permission of the child's parent or accompanying adult. A child cannot give consent.
- If the parent is not on the premises, obtain try and make contact. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately.
- If at all possible, treatment should only be given by a trained First Aider. Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present.
- Ask for the pupils registration form and/or care plan to find out known information about medical/behavioural issues.
- Always tell the child exactly what you are doing and why. Unless it is irrelevant, ask the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies.
- You may NOT offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone National Health Service Direct on 0845 4647 or the emergency services.
- Any treatment should be as little as necessary without threatening the child's wellbeing.

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If a child comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour to hold their hand or put your arm around them. Please use these guidelines if a child needs comfort:

- You know about any injury and do nothing to make it worse
- Participate in physical contact as comfort if it is what the child wants. The kind of contact between you must be described as professional kindness appropriate to their age and stage of development.
- Try your best to stay in sight of other adults if a child needs a doctor or hospital, call the emergency services.

It is nearly always best to stay with the patient and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.

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