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FIRST-AID INCIDENT PROTOCOL FOR KEY STAGE 1

Training of First Aid Personnel

All Key Stage 1 teachers completed the first-aid training at the start of Term 1 (January 2017) now hold a valid certificate of competence. First aid certificates are valid for three years. The teacher on duty is responsible for any First aid requirements during break time.


In the case of an incident First Aid boxes & Bags

First Aid kits are kept in Reception. All Key Stage 1 teachers have their own basic kits consisting of: plasters, dettol, cotton wool as well as gloves, in their classrooms which need to go outside with them during their break duty.

Minor first aid like scraped knees etc to be dealt with by the teacher in the playground. More serious injuries including any kind of head injury the following procedure needs to be followed:

Teacher on duty to leave teaching assistant in charge of general break duty and to

1. Administer First Aid as required. Take student to Key Stage Head. Record incident in incident book. Parents need to be called and notified of the situation. Any kind of head injury needs to be written into the incident book and parents need to be called.
2. If a child needs to be immobilised then the teacher on duty needs to send a teaching assistant to Key Stage Head to notify her that she requires help.
3. Key Stage Head to call reception and reception needs to:
 - § call parents immediately when injury may be serious (eg head injury; possible back or spine injury; severe wound).
 - § call for emergency medical help (10127 or 08424 (NETCARE))
4. If paramedic help is needed, parents should be informed that this is needed and permission asked – check whether private service (eg Netcare) can be called.

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5. In the case of an allergic reaction. The teacher on duty needs to immediately take the child to reception where there may be medication. Medication needs to be administered as required. Parents need to be called thereafter. If the child does not have medication, then the parents need to be called and they need to advise the school on how to proceed.

6. First Aid kit should be taken to events held off site by the teacher in charge. This includes outings.