



First Aid Policy 2023

Injuries

Staff are expected to deal with injuries and medical problems as required. It is requested to refer to guidelines and training given on their training day (First Aid Training).

If a child is injured, a wristband will be applied to the child which will visually notify all parents on collection there has been an injury to their child during that day.

Any head injuries, a purple wristband will be applied to the child, and parents will be informed immediately by phone from on-site staff.

ALL injuries must be reported to head office via Jotform, these will then be sent to the parents via email.

Staff will ensure parent/guardian is informed on collection and a parent paper copy accident slip must be completed and handed to the parent/guardians on collection.

If injuries occur during a breakfast club, staff must ensure they pass on the information to a member of school staff (Teacher, Office staff etc).

If a head injury occurs during the after school club, staff must ensure they pass on the information to a member of school staff (Teacher, Office staff etc).

Emergency Procedures

Get Active Sports coaches recognise the importance of emergency procedures and will ensure coaches have appropriate first aid qualifications.

Fully stocked first aid kit must be always on site.

For very minor injuries treat as according to first aid training and reported to parents.

Serious injuries to be reported to parents and staff and assistance found promptly.

Emergency services must be contacted if required.

Staff must log all treatment and injuries in the accident form via JotForm and parents **MUST** be informed. Copies will be saved by head office and sent to parents.

Should it be necessary for assistance on site, two children should seek assistance from members of staff, under agreement with the school. This keeps unsupervised children to a minimum.

