



First Aid Policy

The safety of the children is paramount and we will take every reasonable step possible to protect them from injury whilst at one of our events. Before each event is held there will be a briefing for all of the first aid trained parents who will be in attendance. This can be on the day of the event or in advance. The designated first aider will be decided at this briefing.

Sometimes accidents do happen. Here are our procedures following an incident requiring first aid:

- Assess the extent of injuries.
- Decide if you need to summon extra first aid *trained individuals in attendance*.
- Use pre-agreed code word plus the location of casualty to summon assistance at a large event.
- Carry out any first aid that is needed; assess and if necessary call for an ambulance.
- If the incident is of a sufficiently serious nature, consideration should be given to the use of the PA system to summon medically trained personnel.
- Children who sustain a bumped head, regardless of severity, will be given a sticker and/or wrist band to alert their family to the injury.
- Inform the head teacher (or most senior teacher on the premises) of the incident.
- A decision will be made by the head teacher (or most senior teacher on the premises) if the child's parents or carers need to be contacted.
- If the child needs to attend hospital and the parent cannot be contacted the head teacher (or most senior teacher on the premises) will decide who accompanies the child.

After every incident, however minor, we will:

- Complete a record of incident
- Complete a log of the incident
- Give a copy of the incident form to the parent upon collection and retain a copy in our folder
- The head teacher will decide if KCC or HSE need to be informed
- If necessary all persons involved in the incident will make a written record of the care they provided

First Aid Kits

The main kit and first aid folder will be kept with the designated first aider during an event. The designated first aider may be different at each event. The first aid folder must not leave the school premises under any circumstances and will be kept in the school office when not in use.

Each of the first aid trained individuals will have a personal protection kit with them at each event. Please collect a personal protection kit from the main first aid kit and return it at the end of the event.

Please complete the first aid supply sheet if any of the equipment is used, so that it can be replaced.

Children with known medical conditions

Children should attend events with their medication clearly labelled and handed in to the designated first aider to be retained during the event. The parent should also complete a medication form and inform The Parent's Association of medical conditions before the event.

Defibrillator procedure

Our nearest defibrillator is located at the front of Crockenhill Village Hall.

Should a defibrillator be needed at an incident then this procedure should be followed:

- One of the first aid trained attending individuals (or another parent helper if all first aid trained individuals are needed at the incident) should remove the laminated colour defibrillator sheet from the folder
- Whilst on way to the village hall call 999
- Provide the code **750** and location **VILLAGE HALL CROCKENHILL BR8 8LT**
- Update the Kent Ambulance Service on the incident and return to the location where the defibrillator is needed

Code for summoning assistance in a serious incident

'Could **Tigerlily** go to the KS1 playground'

When the first aid trained individuals hear this type of announcement you must attend the location as quickly as possible but without causing alarm to others.

Current Paediatric First Aid Trained individuals - May 2022

Amy Post

Cat Ledbetter

Charlotte Forshaw

Hazel King

Sarah Keywood