



First Aid Policy and Procedure Document

The staff team at Benson CE Primary School are committed to safeguarding children. The following procedures outline the steps that staff should take in the event of a child or adult injures themselves.

All First Aid

Every incident must be recorded in the provided books, detailing:

- *brief notes regarding nature and cause of injury
- *treatment given or subsequent actions required
- *member of staff

Bumps to the Head

All bumps must be treated with ice for 10 minutes

All bumps recorded and child to be issued with a red band, tight enough not to remove.

Significant bumps to be recorded in the office book and brought to the attention of the Headteacher.

Significant bumps- parents to be telephoned

Significant Injuries Requiring Medical Treatment at A&E

Treatment to be assessed and given locally at school.

Parents to be telephoned and or emergency medical treatment requested.

In the event of a parent not being contactable then emergency contacts to be notified

Asthma, Allergies and Epi Pens

Children requiring individual pens should be identified with photographs on staffroom board.

Children with specific allergies to be identified in kitchen and on staffroom board with photograph and details.

All pupils with asthma to be identified on risk assessments when undertaking educational visits. Inhalers to be taken by members of staff and taken out onto field.

Administration of Insulin

For children who required monitoring and administration of insulin, staff must be trained by health professionals and be confident to administer this before monitoring the child independently.

Support from parents and positive partnership would be required.