

First Aid Procedure - 2024 to 2028

North Newton Community Primary School

Minor Injuries - Any member of staff:

All staff are First Aid trained and allergy trained.

- Assess the situation and keep the patient calm.
- Apply cold compress or ice pack if needed.
- Check classroom allergy lists before applying any type of plaster.
- Refer to first aider. (As of 04/09/2026, all staff are first aid trained).
- Report minor injuries to class teacher. Parents must be informed of all head bumps via a phone call home/email or if its near to home time, Class Teacher or TA to speak with the parent. Child should be issued with a sticker/slip to ensure adults and parents know they have had a bump. A first aid form is filled in and kept in the office file.
- Report any treated injury in the accident book (stored in the dining room). Completed books/documents are stored in the office. Completed sheets to go in yellow folder in the office. As of 01/10/2026 a copy of the accident report sheet will go home with the child.
- Gloves should be worn to ensure personal safety and hygiene standards and a face mask if there is a risk of infectious disease.

Once First Aider is in attendance, only the member of staff first on the scene needs to remain with the patient and First Aider. Should the First Aider request further assistance, a senior member of staff should be notified.

Staff Accidents/Injuries

Follow the procedures for children.

Record any accident/injuries in employee accident book.

Refer to the Headteacher/ First Aider/ Witness to ensure an accurate recollection of events.

Headteacher/Staff to complete the relevant accident report form on EEC Live.