



First Aid Procedure

Major/Minor First Aid

Follow the procedures that have been taught during the first aid course.

Always wear gloves when treating a casualty.

If you are the first adult on the scene always stay calm and reassure the child, check the surrounding area for further dangers.

Assess the extent of the injury, if the child is breathing, bleeding or in pain then decide on the help needed, whether an ambulance is required in the case of major injury or a first aiders help in the case of minor injury.

Minor Injury

Treat the casualty and record it in the first aid book after consulting witnesses, make sure the parent signs the book.

If there is a head injury the first aider should contact the parent so they can decide what they want to do.

First aid book (Accident/Incident) to be kept in the hall on the table along with first aid box, additional first aid box in school first aid room and one in Conker Club shed.

Major Injury

Call for help and stay with the casualty, the Manager or Deputy to call the emergency services using either the school phone situated in the office or Manager's mobile situated on the hall table.

Details to be given to emergency services:-

- Location, phone number, name, type of service required, location of incident, what happened, present situation.
- The parent to be called and can meet the first aider at the hospital, the first aider must accompany the casualty to hospital.

First aider to complete accident book and get it signed by parent.