**First Aid Procedures**

First Aider - Mrs Chambers (Primary 7 class)

Assistant First Aiders – Miss Carmichael and Miss Hamilton

Diabetic Trained - Miss Whiteside and Mrs Chambers

**Nursery**

Any minor grazes or cuts to be dealt with by the nursery assistant. Any other injuries to be seen by Mrs Chambers. In the case of nose bleeds the child must not be moved Mrs Chambers must be sent for.

Accident book must be filled in and either copy sent home to parent or book signed by parent.

**Injuries to children:**

Scrapes/minor injuries should be dealt with by the class teacher/assistant where they deem it appropriate.

Any other injuries cuts/bumps etc must be seen by the first aider. Children must not be brought to the first aider they stay where they are and the first aider will come to them!

Any child who is having or has had a nose bleed **must not be moved** – the first aider must be sent for immediately.

Where a child has had a head injury or a bump to the head the child **MUST** be seen by Mrs Chambers regardless of how minor the injury.

ALL children who have been injured in any way during the school day (no matter how minor) must have an accident form filled in, copied and sent home the same day.

***Where possible an assistant must go to get the first aider (Mrs Chambers) and if necessary remain in their room until they return.***

Accident Book will be kept outside Primary 4 and must be returned **immediately** after use. The forms must not be torn out or removed from the book as this is a legal document.

First aid packs must be taken into playground at breaktime and lunchtime by a teacher/assistant. There is a pack for the front and back playground. There is also a first aid pack available in the school office. (If these need filled they must be brought to the Primary 7 classroom)

Nursery have own procedures.

**ALL STAFF PLEASE NOTE**

* All medication must be administered by Mrs Chambers.
* Under **No** circumstances must any child be sent home without being seen by Mrs Chambers and if she is not available Mrs Kelly or Mrs Davidson.
* **Ice packs are only to be used if it is deemed necessary by the First Aider. Teachers cannot send for ice packs – the child must be seen by the first aider!** Any ice packs which have been used must be returned within the hour and put in box outside the Primary 7 classroom. (They are only effective if used in the first half hour after injury!!!!)