

St. Andrews International School Samakee

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First Aid Procedure

Policy and Practice Statement

Emergency Procedure

In the event of an emergency or serious accident, the following procedure should be followed.

1. A responsible adult should escort the patient to the medical room.
The school’s qualified nurse is to be called.
2. If it is decided that the patient should not be moved, the Head of School or Phase Leader should also be sent for.
3. The Head of School or Phase Leader will decide if the patient should be transferred to the hospital.
4. The school nurse and/or a Teacher Assistant will accompany the patient to the hospital until the parent or another responsible adult arrives.
5. The School Office will contact parents to ask them to go to the hospital.
6. A Medical / Accident Form must be completed shortly after the accident and saved in the Teacher’s Drive - Accident Forms Completed. Completing this form should never delay the dispatch of the patient to the hospital. [PO-H&S-2F Accident Procedure Report Form](#)
7. The class teacher/form tutor should make a follow-up telephone call to the parents on the same day to inquire about the child’s welfare.
8. [Head Injury Report](#)

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Non- Emergency Procedure

Please proceed as follows:

1. Send the child to the school nurse.
2. An escort may be helpful in some cases. The escort should return to class once the patient has met with the nurse.
3. The nurse should administer treatment or, in his/her absence, a responsible adult.
4. The class teacher/form tutor should coordinate all telephone calls to parents as appropriate. In his/her absence, the Head of School or Phase Leaders will take on that responsibility.
5. The school nurse or appropriate adult will issue a First Aid Slip Nurse Form . This **GREEN** form should be handed directly to the child's carer or put in the child's bag by the class teacher.

Young children in distress

There will be occasions when a teacher, on duty or not, comes across young children in distress.

Please speak to them to reassure and calm them, try to determine from the child or his/her friends, the cause of distress. Accompany the child to a familiar adult (teacher, assistant, etc.).

Much of this may, of course, appear obvious, but sometimes it is easy to forget how much reassurance and support little ones need.