



# First Aid Policy

## Principles

- *The Office will be contacted when students continue to feel unwell or have been injured; they will ensure that any issue is swiftly and appropriately dealt with by a First Aider.*
- *Where possible, families will be contacted. However, we will take action required in the event of an emergency or inability to contact a parent or guardian.*
- *Parents will be informed that while we will always care for students who become ill at school, those on short course medicines requiring regular administration (i.e. antibiotics) should not be sent to school.*
- *If students do need to bring prescribed medicine to school, families will be asked to label it clearly with the youngster's name and administration details and give it to Diane Smith/Mia Cardy, Student Administrative Officers.*
- *The School has First Aiders, and in event of an accident they will administer appropriate First Aid.*
- *In the event of more serious accidents we will call an ambulance and accompany students to the medical centre. Parents will be informed of the situation as quickly as possible so that they can go to the hospital to relieve the member of staff who will then return to the School.*
- *Accidents and medical issues are logged with Diane Smith/Mia Cardy who will complete a form for families providing information of what has happened. This form will eventually be placed in the student's file.*
- *Diane Smith/Mia Cardy will maintain a register of students with medical needs to be incorporated into the SEN Register. They will also ensure that staff working with particular students are informed of medical conditions such as Asthma, Epilepsy and Anaphylactic Shock and given written instructions and training for dealing with issues.*

## First Aiders

### Alston Site

Helen Thomson  
Katie Collins  
Bev Brown  
Sarah Liverick  
Trudie Humphrey  
Diane Smith  
Debbie Osborne  
Mia Cardy  
Lesley Watson

### Nenthead Site

Rachel Morton  
Kate Bainbridge