



## Minor First Aid Procedures



1. Following an accident, the injured child will be directed to a trained First Aider.
2. The First Aider will speak to the child, investigate the injury, and decide what treatment is needed.
3. The First Aider will complete an accident report on CPOMs including details about how and where the injury occurred, and the treatment provided.
4. If a head injury is involved, then the child will have a pink wristband put around their wrist and a T2P text will be sent.
5. The First Aider will speak to the class teacher to inform them about the injury and the treatment provided.
6. At the end of the day, the class teacher will speak to the parent/guardian, to communicate information about the injury and treatment.
7. If the class teacher is unable to speak to the parent/guardian, then a teachers2parents text will be sent to inform the parent/guardian.
8. If the parent/guardian does not have a text number then the class teacher will phone the parent/guardian directly.

September 2023

Chair of Governors: David Stott