

**COLLEGIATE HIGH SCHOOL
A Raising Aspirations Trust**

Procedure 5

FIRST AID PROCEDURE

- 1 Pupils who are ill or injured should tell their teacher who should assess the situation and call patrol by radio for assistance. Please alert patrol to the seriousness of the situation.
- 2 Patrol will respond to the call and give an acknowledgement that they are on their way.
- 3 Upon arrival, patrol will make a decision as to whether the student should remain at the classroom or be removed. Patrol will call for whoever is on First Aid duty. A first aid rota will be managed by the Business Manager.
- 4 Upon arrival of the First Aider, they will assume further responsibility for the student.
- 5 If patrol or First Aid does not respond, in the case of an emergency staff should radio for general assistance and/or send a reliable pupil to reception to request help.
5. In serious cases an ambulance will be called by the First Aider or office and/or the student may be taken to hospital by car.
6. Parents/guardians must be notified and asked to meet the child at the hospital. A member of staff must accompany the student.
6. Students with a less serious illness or injury will be sent back to their lesson after treatment or will be sent home if parents/carers can be contacted
7. Pupils with an injury to the head should be sent home with a letter if they do not go home immediately. **(Pupils are always given a 'bump to the head letter' in these cases and the First Aider and/or Pastoral Manager will do their utmost to contact parents to inform them).**
8. An accident report form from the Business Manager must be completed for all accidents on the day of the accident and then returned to the Business Manager.

Please also see appendices for dealing with asthma/epilepsy/anaphylaxis

August 2011