

ACCIDENTS

In case of accidents to pupils the normal procedure is to send a message immediately to the School Office. The child involved should not be moved if seriously injured but in all other cases the treatment or course of action will depend on the circumstances. Details of the accident must be recorded giving time, location and details of action taken in the accident file on the school database as soon as practicable after the event. This information will be entered and saved on the database by the school secretary and a hard copy printed and kept in the child's file.

Accidents to a member of staff involving personal injury must also be recorded in the accident file by the school secretary.

EMERGENCY AID POINT

The emergency aid point is the school office in the basement.
A First Aid box must be taken for all off site activities, whether this be in a local hall, swimming pool or sports area.

LOCATION OF EMERGENCY FIRST AID BOXES

School office
Art Room
Kitchen

HYGIENE/INFECTION CONTROL

Basic hygiene procedures must be followed by staff.
Staff should have access to single-use disposable gloves and hand washing facilities.
Sanitising Hand Gel is available throughout the school.
Care should be taken when dealing with blood or other body fluids and disposing of dressings or equipment. Clean up waste bags are available in the school.

CONTENT OF FIRST AID BOXES

Disposable gloves	Antiseptic wipes
Sterile dressings – small, medium and large	Melonin dressings
Plasters and micropore tape	Tweezers, scissors
2 sterile eye pads	Waspeze
Triangular Bandage for sling	Disposable sick bags

All boxes should be restocked as used, twice termly checks by Health and Safety officer should be undertaken to check contents and expiry dates.
Eye wash bottle available in the Art room and Laboratory.
Ice packs are kept in the freezer in the staff room.