

First Aid Policy for Almuñécar International School



Date of issue: August 2019

Review date: August 2020

Almuñecar International School - First Aid Policy

- There will be AT LEAST 2 qualified First Aiders at all times although several will have been trained.
- Children who feel unwell or who are hurt should be sent to the Key Stage heads, if appropriate, or they will go to the office.
- Monitoring unwell children will be the responsibility of the class teacher who will report any changes to the Head of KS1 or KS2 in Primary and by the Key Stage heads in secondary.
- The decision to send unwell children home will be solely the responsibility of the Key stage heads or Head Teacher.
- Staff will be made aware of any special medical needs by records on engage. A list including this information and allergies will be posted in the Dining room, outside the kitchen. This will be updated throughout the year when appropriate. It will also be available on the Engage system.
- The First Aid Kit is always taken on any out of school visit as is a mobile phone.

Accident Procedure

- The injured person will be seen by an adult and referred to the Head of Key Stages or Head Teacher if necessary.
- If they believe hospital treatment is required, they or the other First Aider in consultation with the Head of School will:
 - Arrange for the emergency services (112) to be summoned if necessary
 - Arrange for parents to be informed
 - Arrange for the child/adult to be transported to the Centro de Salud emergency department by car, taking another adult as the driver.
- All accidents will be fully recorded as an accident on Engage by the person who dealt initially with the incident.

- Parents will be informed by the Heads of Key Stages, of significant accidents and the treatment given
- At playtimes, the duty Staff will deal with minor injuries
- Parents will be informed of any head injury by phone and in writing (see below)

Dear Parent,

_____ had an accident today and banged his/hers head.

It was treated with ice.

Please observe your child carefully over the next 24 hours in case there is concussion.

Many thanks.

_____ Class teacher

_____ Date

Estimado/a padre/madre,

_____ tuvo hoy un accidente y se dio un golpe en la cabeza. Se le puso hielo.

Por favor observe a su hijo/a durante las próximas 24 horas en caso de que tenga una conmoción cerebral.

Muchas gracias.

_____ Profesor/a

_____ Fecha