

Rouge Bouillon First Aid Procedures

Last updated March 2026

'First Aid' is an integral part of the School's responsibilities towards children's safety and well-being, as well as our support and communication with parents.

A key aspect of this is for the School and individual members of staff to make a considered judgement on the level of need for each child once an injury has occurred.

The underlying principle behind this judgement is that:

- if in doubt, consult immediately with the first Aider
- if still in doubt consult with parents immediately and request they collect their child to take to doctors or A&E etc.
- If the situation clearly needs immediate and emergency treatment, then the emergency services or hospital will be contacted; or the child taken to hospital by a member of staff (with the parents being informed ASAP).

Any head injury must be dealt with by a trained first aid member of staff. It must never be ignored.

All head injuries will be communicated to parents either immediately or through a head injury note that day, depending on level of seriousness.

Where a child has had to attend Hospital as a result of an injury the school will complete a formal accident report. This will be signed by the First Aid Officer or Headteacher and a copy sent to the Education Department.

EQUIPMENT AND NOTICES

First Aid notices are placed around the school close to where the First Aid boxes are kept. One will state the name and a photo of each of the First Aiders. The other notice will be where the First Aid box is kept.

There are First Aid boxes in every year group from Nursery to year 6. These are green in colour with a white cross and are in an accessible location. First Aid boxes are checked every term for restocking. If restocking is needed before the check, then contact lead First Aider for supplies.

There are a few bum bags to be taken out when on any trips. There are also **6 First Aid bum bags** (also green and white) these are to be used at break time and lunch time three to be used on large playground, these are situated in Mrs Doyle's room on the wooden shelves, and one situated in the office kitchen. Accompanying these there are also **red clipboard folders** containing

- Accident forms
- Bumped head forms
- Stickers (I have had First Aid today)

These forms must be filled out for every First Aid given and taken to the office to be filed. There are also accident forms stored in the office. Any accidents needing hospital treatment needs to be filled out by the office staff and sent to Education. Bumped head forms needed to be filled in and photocopied so one is kept at school and the other goes home with the child. According to the severity of the accident parents/carers need to be notified (especially with head injuries). Teachers should also be informed.

FIRST AID BOX REQUIREMENTS

- 20 Individually wrapped sterile dressings
- 1 Sterile eye pad
- 1 individually wrapped triangular Bandage
- Small sterile dressings
- Med sterile dressings
- Large sterile dressings
- Disposable gloves (vinyl, powder-free)

- Assortment of plasters
- Thermometer
- Small pair of scissors
- Alcohol free sterile wipes

Ice packs are stored in the staffroom fridge.

MEDICATION

Any medication that has to be given whilst the child is in school must be kept in the office kitchen in a locked cabinet. The parents must fill in a form or send in a letter with the medication explaining dosage and how many times a day. Epi pens should also be kept here as well as with the child/class teacher. Inhalers are kept in the child's classroom also with instructions of doses.