Oswald Road Primary School

First Aid Protocol

**First aid treatment (non-serious; non-head bump)**

Child receives first aid.

First aid is logged on Medical Tracker, with factual information and notification sent to parents as an email.

Notification is also sent to class teacher via Medical Tracker.

If the person who has administered first aid cannot access a computer, they would go to the office and pass on all relevant information to be logged.

For non-serious cases, the person who has administered first aid can log later in the day but before the end of the school day.

**First aid treatment (more serious or head bump)**

Child receives first aid.

First aid is logged on Medical Tracker, with factual information and notification sent to parents as an email.

Notification is also sent to class teacher via Medical Tracker.

If the person who has administered first aid cannot access a computer, they would go to the office and pass on all relevant information to be logged.

Alongside this, a phone call or text is made to the parent and recorded on Medical Tracker.