

# Minor Medical Procedures at Trent

May 2016 - April 2018



*Inspired by Christ, Trent nurtures the God-given gifts of every child to achieve a love of learning with academic excellence.*

We aim to create a happy and secure Christian environment in which children can grow in confidence and independence.  
We promise to provide opportunities for every child to be the best that they can be.

Faith, hope and love are promoted through all we do;  
'Serve one another in love' underpins our commitment to each other and the wider community.

This policy sets out the every day procedures in place for keeping children safe and well in school, and what we do when a child has a minor accident or feels unwell.

This policy draws together the practise of our 8 fully trained First Aiders.  
Mrs Murray is the First Aid lead and can be contacted via the school office.

## Minor Medical Procedures

- ✓ All **accidents** are recorded in the Pupil Accident Book
- ✓ In addition, we have an **Unwell / Non-injury** Book for conditions such as tummy complaints, ear-ache, head ache, a temperature or where there is nothing visible to see.
- ✓ However, where a child reports having **bumped their head**, this is always recorded in the Pupil Accident Book and a 'bump' letter (see below\*) is sent home.
- ✓ Telephone **calls to parents** are logged in the 'Calls Made Following Illness/Medical Incidents' book.
- ✓ Everything is tallied in the Log Sheets - a pink file maintaining **data for scrutiny** and analysis each half term.
- ✓ Coloured '**bump letters**' or 'Incident forms' are sent home to parents and carers, via bookbags, when there is:
  - an injury above a child's neck and collarbone
  - a bite anywhere on the body
  - a nosebleed
  - a head bump
  - teeth knocked
  - or anything that, as a consequence, could require a tetanus jabPlease note that this is not for occasions when teeth fall out naturally.
- ✓ For **natural tooth loss**, where we can locate the tooth, it is wrapped/packaged in an envelope and returned via the bookbag for the Tooth Fairy. Where the tooth is lost, for KS1 children, a first-aider will write a quick note to the Tooth Fairy!
- ✓ If a child has a **raised temperature**, approaching or above 38°C, we will call parents or carers to collect their child. We will have checked both ears.
- ✓ For minor injuries to the body that **break the skin** (eg. a paper cut or shallow graze), the 'wound' will be washed and a hypoallergenic plaster will be applied. For our youngest children, in Reception and Year 1, a note will also come home in the bookbag.
- ✓ In any situation where a First Aider is uncertain, they will seek a second opinion and will contact parents should they be concerned that a child is unwell.

We hope you find this information reassuring and useful.