



FIRST AID

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All First Aid trained staff are trained on regular basis by a registered body e.g. British Red Cross.

If the people responsible for First Aid considers that a pupil needs to go home or to hospital, the Headmaster (or authorised deputy) should be told of the arrangements. In an emergency, phone for an ambulance. Telephones are located:

School Office
Headmaster's Study
Deputy Headteacher's Study
Kitchen
Garden Nursery

All accidents must be recorded in the appropriate Accident Book. These are available in the school office, garden nursery and entrance vestibule. The Staff Accident Book is in the school office. All accident forms must be filled in completely, signed and dated.