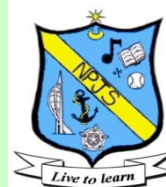


Northern Parade Schools – Accident and Emergencies-Procedures



Accidents & Emergencies-Procedures

Date	Review Date	Coordinator	Nominated Governor
October 2017	October 2019	Julie Waller / Chris Coster	H&S Governor

Accident and Emergencies Procedures Document

- the names and responsibilities of staff;
 - Executive Headteacher – Ensure the compliance of these procedures
 - Bursar – Ensure all First Aid Certificates are up to date
 - Fire Safety Officer – Ensure compliance and give advice

- names of all first aiders;

Surname	First Name	Staff Ref	Paediatric First Aid	First Aid expires
Adams	Becky			Apr-20
Azzoug	Ouassila	Yr 1		Mar-20
BAILEY	KATIE	Yr R & SM Lunch	Sep-18	
BASRA	SHARON	Yr 1		Mar-20
BEATTY	NICOLA	Yr 1		May-19
Bell	Julie	Yr R with RB		May-19
Bell	Lynda	Office		May-19
Bell	Stephen	Rainbow & JL		Could not attend
Belton	Jo	Lunch		Apr-20
BOWBRICK	TINA	Lunch/ZT LF		May-19
BRAILEY	MELANIE	Yr R Lunch		Apr-20
BREMNER	HELEN	Yr 2 Teacher		Mar-20
Buxton	Michelle	Yr 5 1 to 1 AS		Apr-20
CHAMBERS	Jayne	Yr 4		May-19
COSTER	CHRISTINE	TA 3 in Yr R		Dec-18
Creasey	Emma	Unqualified Teacher		May-19
Dawes	Pauline	Yr 5 & lunch		May-19
Dine	Nicola	Rainbow room		Apr-20
Ellis	Lucy	PA		May-19
Evans	Donna	Sensory Unit		Apr-20
Fair	Rachel	G & T & JL		May-19
FISHER	LUCY	Unqualified Teacher		2016
FOORD	MARCIA	Lunch / Site		Mar-20
Fudge	Angie	Yr 4		May-19
Gill	Kirsty	TA 3 in Yr 6		Apr-20
Goodridge	Freddie	Lunch		Apr-20
HAMPTON	JOANNA	TA 3		May-19
HARGRAVE	ROSE	Lunch / ZT	Sep-18	
Head	Kelly	BJ one to one	Sep-18	
Hoare	Emma	Lunch		May-19
HORNBY	ANNA	Yr 1		May-19
Hussey	Jess	Unit one to one		Apr-20
Jeram	Sara	Yr 2		Mar-20
Jones	Alison	TA 1 Yr 4		May-19
Kharouobi	Tracy			Apr-20
Kimpton	Sharon	Yr 3		May-19
Kingston	Kim	Lunch	Sep-18	
MCMANUS	GENNY	Yr 2		Mar-20

Surname	First Name	Staff Ref	Paediatric First Aid	First Aid expires
MILLAR	TINA	Yr 1 / Lunch	Sep-18	
Mitchell	Joanne	Lunch		May-19
Mogridge	Neil	Music teacher		Apr-20
OSBORNE	FIONA	Yr R / lunch	Sep-18	
PARSONS	WENDY	Yr R / lunch	Sep-18	
Pharaoh	Lisa	Lunch / site		Apr-20
Raine	Hayley	Lunch		May-19
Retallick	Julie	Lunch		Apr-20
Retallick	Laura	Lunch		Apr-20
Ripley	Kelly	Yr 4 with JM		Apr-20
Sciberras	Sarah	Lunch / Site		Mar-20
Sheehan	Gill	Office		Dec-18
Sheridan	Mary	Office		May-19
Sherwood	Kay	Yr 2		Mar-20
Smedley	Rachel	TA 1		Apr-20
Stack	Jan	Lunch		Apr-20
STONEMAN	CAROLINE	Yr 2		Apr-20
Turner	Sarah	Yr 2		Oct-17
Waller	Julie	Yr 5	Sep-18	
Westrope	Gemma	Lunch / ZT		Apr-20
Williams	Annisha	Yr R		Mar-20
Wiseman	Nicola	Yr 3 1 to 1 BJ		Apr-20

- location of first aid equipment;
 - Infant Medical Room
 - Junior Medical Room
 - First Aid boxes in each corridor
- location of medical room;
 - Infant School – Opposite last Y1 classroom at the beginning of the hall by-pass corridor (during building work – in the port-a-cabin by Y2)
 - Junior School – Within the Rainbow rooms, behind the Main Office, between the toilets and Rainbow room 2, on the South Side.

October 2017

Northern Parade Schools – Accident and Emergencies-Procedures

- accident procedures:
 - accidents dealt with by a member of staff;
Any adult dealing with an incident should be at least emergency first aid trained, if you are not, then one should be called for immediately.
 - accidents dealt with by a qualified first aider;
If possible the casualty should be taken to the first aid room (this is where specific medical information is displayed (including photos) in case of specific treatment) to be dealt with. An initial assessment will be carried out to ascertain if the fully qualified first aider is required. All bumped heads will be entered into the book for parents to be texted at the end of each day
 - accidents that need the assistance of paramedics;
Phone the parent / carers to request they take their child to A & E, or if necessary phone for an ambulance.
- records of accidents or dangerous occurrences:
 - ALL incidents dealt with by an adult must be recorded in the accident books, this needs to include;
 - date and time;
 - location;
 - name of injured person;
 - description of accident;
 - any actions taken (eg cold compress applied, parents/carers phoned)
 - date when accident was reported to the Local Authority (where necessary)
- evacuation procedures:
 - Upon hearing the continuous fire bell, line the children up in register order, leave the building through the planned route. These routes are displayed in each communal area.
 - Make your way with the children in your care to the playground outside Y4 classrooms.
 - Children to line up with the adult in charge in their designated places.
 - Adult in charge to carry out a head count, if number corresponds to register number put your hand up and (if dry) ask the children to sit down.
 - Check with the names on the register that all children are present.
 - Wait and listen for instructions.
- Lock-down procedures:
 - Upon hearing; 3 – Infants 5 – Juniors rings on the change of class bell, lock any outside doors in the room.
 - If you are in a shared area, return the children to their classroom
 - Close any exterior window blinds
 - Keep the children sitting in their seats and working if possible.
 - The adult in charge of the class stands by the internal door to wait for instruction.