



NID DYSG HEB FOES

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**Ysgol Brynhyfryd**

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# **First Aid and Illness Procedures**

**Updated:** September 2023

**Review Date:** September 2024

Please make yourself aware of the following procedures to be used for pupils / students.

First Aid boxes are located throughout the school and can be seen highlighted on the map overleaf. A wheelchair, gazebo and blankets can also be located in the Ganolfan.

The lead on First Aid supplies is **Ms Aime Hannant** – PE Technician.

### Location of First Aiders

Location	First Aider	Telephone Number
Ganolfan	Sue Boschi	211
	Clare Piper	211
	Morgan Ridgway	209
	Jennifer Roberts	209
	Briedie Morris	214
Reception	Alys Crompton	206
	Adrian Heap	213
Reprographics / Cover	Seb Hubbard	212
	Alwen Smith	-
PE	Aime Hannant	230
	Michael Evans	-
	Ben De Sykes	-
D&T	Mitch Meere	278/224
Science	Mai El-Melegui	289
Sixth Form House	Bedwyn Phillips	243
Teaching Assistants	Heather Lewis	231
	Natalie Brant	208

### **Additional First Aiders:**

Gwion Dafydd

## First Aid – Minor Injuries

If a pupil / student is injured during lesson time, please email **On Call** and a member of staff will come and retrieve the student and take them to the Ganolfan where a member of the Ganolfan staff will administer First Aid, if necessary.

In the instance where an injury occurs in the PE or D&T department, the designated First Aider for that location will be contacted to administer First Aid, if necessary.

If an injury occurs during morning break or lunchtime, one member of staff only to escort the pupil / student to the Ganolfan where a member of the Ganolfan staff will administer First Aid, if necessary.

First Aiders must complete a Denbighshire County Council 'Accident & Incident' form and return to the Business & Finance office. The incident must also be logged on the School Pod system. A member of the Ganolfan staff will contact parents as is required.

**When administering First Aid, PPE must always be used.**

## First Aid – Major Injuries

In the instance of a major injury, a member of the Ganolfan staff, or nearest First Aider should be contacted urgently via telephone, radio or **On Call**, with full details of the incident.

If a pupil / student is unable to walk, a member of the Ganolfan staff will be contacted via telephone, radio or **On Call** and should take charge of the situation.

If an ambulance is required, the First Aider should direct a member of the Pastoral staff to telephone 999 and provide the following information;

- The name and age of the injured student and print off details from SIMS.
- Explain clearly the location of the injured person and his/her condition.

SLT should be informed immediately via telephone or radio

A member of the Ganolfan staff will contact parents and **make that call**. If they delegate to Reception / Pastoral staff full details should be given to enable the call.

Parents should be informed and advised that their child is going to hospital and explain the circumstances. Parents should be asked to either come to school or go to hospital.

First Aiders must complete a Denbighshire County Council 'Accident & Incident' form and return to the Business & Finance office. The incident must also be logged on the

School Pod system. For major incidents, any witness statements must also be recorded.

**When administering First Aid, PPE must always be used.**

## Illness

When a pupil / student is unwell during the day, please email **On Call** and a member of staff will come and retrieve the student and take them to the Ganolfan.

A member of the Ganolfan staff will decide if it is necessary to contact the parents and make arrangements for the pupil / student to go home. Pupils / students should not phone home themselves.

Please be aware that any pupils / students displaying any symptoms of COVID-19 will be escorted directly to the Medical Mobile. Please contact Ganolfan staff if concerned.

