



## **Procedure for First Aid for Staff and All Adults Visiting The Spinney School**

***The Spinney is committed to promoting and securing the health and well-being of all its community including children and adults as far as is reasonably possible.***

- In the event of an adult sustaining an injury or feeling unwell they should report to the school office to notify a first aider of their symptoms.
- Staff/adults should assess their own condition but should not assume to “carry on regardless”
- A first aider will advise on the appropriate course of action.
- This will be recorded in the school’s adult accident book so that health and safety issues can be reviewed as necessary.
- In some instances it may be necessary for a member of staff or adult to seek medical help.
- The school holds contact information for members of staff and regular visitors which may be used as necessary including knowledge of allergies or to contact next of kin.
- The Headteacher will try to ensure that the member of staff is accompanied where to the doctors or hospital where possible.
- Staff are reminded that they are responsible for assessing risk before starting an activity and should not put themselves in danger or work at height.

Policy written by R Snape Headteacher 2011

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