



BRIT Kids Corby First Aid Procedure

Last Reviewed: February 2019

Next review: February 2020

1. First aider to examine the student.
2. If appropriate, first aider to undertake treatment on student.
3. If the injury is unable to be treated confidently by the first aider, Senior Leader should be informed and an ambulance should be called. Examples of this include; Injuries to the head, unconsciousness, cuts that require stitches, broken limbs etc. DIAL 999 and inform them that the incident is at Corby Business Academy, NN17 5EB.
Inform reception that the ambulance has been called and where the injured person is or contact reception to call the ambulance for you.

4. At this point call the parent/guardian. This should be done by the teacher in charge or Senior Leader if available. The parent/guardian should be called EVERY time a child is seen by a first aider, regardless if a minor or major concerns. This call should be made as soon as the first aider has assessed the child, undertaken any treatment immediately required and called 999 if appropriate.

5. First aider to fill in an Accident Report Form. An Accident Report Form is for accidents leading to injury. These forms can be found in the site office, behind reception. This form should be completed and handed to the Senior Leader.

6. In the event of a serious incident, BRIT Kids National Lead must be informed.

An incident is serious if:

- If it is the result of the action of another student or a member of staff
- Ambulance is called
- Burns
- Unconsciousness
- Loss of sight
- Break of Limb
- Head/neck injury
- Accident occurred through equipment or staging