



Medical protocol

Minor Injury

- 1.** Examine the child, carry out immediate help or First aid if required and calm the child down if distressed.
- 2.** Gather as much information how the incident happen and the location. All information is logged in the Medical Book.
- 3.** Once the child has recovered and the welfare officer agrees they are then sent back to the class room or playground.

Major Injury

- 1** Examine the child; carry out immediate help with First aid contacting the emergency services if needed.
- 2** Gather as much information how the incident happen and its location for the emergency services when they arrive, Log all information in the medical book.
- 3** Contact the parent giving as much information as possible, and advise.
- 4** If the emergency services is **not** required but the child need to go home the Welfare officer will attend to the child until the parent arrives.
- 5** When the parent arrives the welfare officer will explain the incident to the parent and advise as necessary.

Head Injury

- 1** Examine the injury, carry out immediate help and First aid while consoling the child.
- 2** If the injury is **not** visible or swollen a note the parent is sent home and class teacher is informed.
- 3** If the injury is visible or swollen a call to the parent is made, note sent home to the parent teacher is informed. When the child is released at home time the parent has the opportunity to see the Welfare Officer if needed.
- 4** If the injury is visible or swollen and needs **extra** medical attention a call to the parents is made immediately advising to collect the child and seek father treatment a letter is given to the Parent explaining the incident which may be given to the local A&E department.