



First Aid Policy



Policy Review

Date Agreed:

Signed by Chair of Governors:

Signed by Principal:

Next Review Date:

Introduction

The BOG and staff of St. Patrick's PS Aghadarragh have a responsibility for the Pastoral Care, general welfare and safety of the children in our care and we strive to create a school environment which is safe, secure and stimulating where all pupils are empowered to learn, to achieve and to try their best. We firmly believe that as well as educating our pupils we share a deep concern for each child's personal, spiritual, physical, emotional and social development. Our nurturing approach will include the essential elements of the children's care, safety, security and personal welfare.

Policy Statement

The Principal and Board of Governors accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of St. Partrck's recognises their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the SELB procedure for reporting accidents.

Definition

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill(The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the SELB;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with SELB CASS to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.
- There is a Medical Board in the staff room displaying allergy information. Epipen kits are kept in the teacher's storeroom. Principal will ensure staff are trained regularly on administration of Epipens.
- Throughout the school we have children suffering from asthma. These children should leave an inhaler with the class teacher with instructions on administration. These inhalers should be brought on any excursions that involves pupils being away from school, including visits to the library, swimming pool, sports field etc. Photos of children requiring inhalers are on a Medical board in the staff room and teachers will have a copy of each child's care plan.

Arrangements for First Aid

The location of the First Aid Kits in the School is the Staff Room.

A standard First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid

20 individually wrapped sterile adhesive dressings assorted sizes

4 triangular bandages

2 sterile eye pads

6 safety pins

6 medium wound dressings

2 large wound dressings

3 extra large wound dressings

1 pair of disposable gloves

Prescribed medication for some children will also be stored here.

The contents of the Kits will be checked on a regular basis by *Mrs. Paula McConnell* - P1 and 2 teacher.

The School First Aiders are: *Mrs. Paula McConnell* (Teacher), and *Miss Deirdre Hackett* (Teacher) and *Mrs Gemma Quinn* (principal).

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal and a First Aid Kit will be taken along.

Information on First Aid Arrangements

The Principal will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders; No member of staff should attempt to give First Aid unless they have been trained.
- The location of the First Aid Kits.

In addition the Principal will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Location of the First Aid Box.
- Location of Accident Report Book

Accidents involving bumps to a child's head

The consequence of an injury from an accident involving a bump or blow to a child's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required the teacher of the child concerned will phone the parent/guardian to inform them of the bump to the head.

In addition, a Head Injury Letter (See Attached) will be completed and sent home.

Transport to hospital or home

The principal will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called, and the child's parent or guardian will be notified. If hospital treatment is required, then the child's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, then the principal may decide to transport the child to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the child in a vehicle;
- A second member of staff will be present to provide supervision of the injured child.



Notification to Parent of Head Injury

Head Injury Letter

Dear Parent/ Guardian

Your child, received a bump on their head today whilst attending School.

Description of how head injury occurred:

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A School First Aider assessed your child.

It is the protocol of our school that all head injuries should be seen by a medical professional.

Yours faithfully,

Principal:

First Aider: