



## **Policy Statement**

The Principal and Board of Governors of Glendermott Primary School 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 Glendermott Primary School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the EA procedure for reporting accidents.

## **Introduction**

*"First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill"* (The Joint First Aid Manual 8<sup>th</sup> 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
- Report and record accidents using relevant form from the EA
- Record all occasions when First Aid is administered to employees, pupils and visitors
- Provide equipment and materials to deliver First Aid treatment
- Make arrangements 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 for 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 those children with particular medical needs
- Notify parent/guardian that First Aid treatment was given to the child

### **Arrangements for First Aid**

The school will provide materials, equipment and facilities to provide First Aid. The location of the First Aid Kits in the school are:

- Library
- Office
- Nursery

### **A Standard First Aid Kit will contain the following items:**

- A leaflet giving general guidance on first aid;
- individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (hypoallergenic plasters can be provided is necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped un-medicated wound dressings
- medium sized sterile individually wrapped un-medicated wound dressings; and
- disposable gloves.

The contents of the Kits will be checked on a regular basis by the school secretary.

### **The school's First Aiders are:**

- **Mrs Joanne O'Hagan**
- **Miss Aimee Peoples**
- **Mrs Ita Gamble**
- **Miss Mena McKinney**

Before undertaking any off-site activities, the level of First Aid provision will be assessed by the Principal and at least one 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
- 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

All members of staff will be made aware of the school's First Aid policy.

**Accidents involving bumps to a pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. When children receive a bump to the head, parents/guardians will be informed and encouraged to collect their child from school as a precautionary measure.

### **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 pupil's parent/guardian will be notified. If hospital treatment is required, the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with the pupil's parent/guardian or other designated emergency contacts, the Principal may decide to transport the pupil to hospital.

Where the Principal makes the decision to transport a child, 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 a pupil in a vehicle
- A second member of staff will be present to provide supervision of the injured pupil

### **Monitoring and Reviewing**

This policy will be reviewed annually by the Principal, following a completed risk assessment on First Aid within the school.