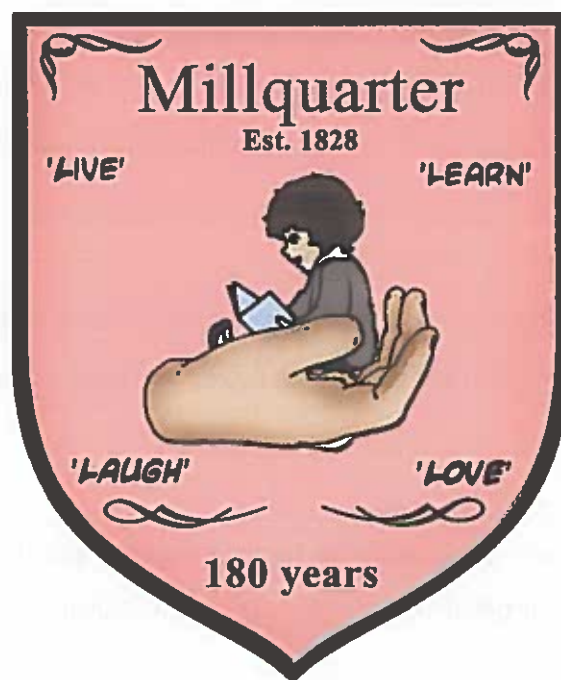


# Millquarter Primary School

## First Aid & Emergency Treatment Policy



2017

## **RATIONALE**

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety (First Aid) legislation (NI, 1982) we have a duty to ensure that there are adequate and appropriate equipment, facilities and personnel to enable first aid to be given.

## **AIMS**

The aims of this policy are to

- Formulate and implement effective procedures for incidents requiring first aid;
- To ensure that all reasonable steps are taken to maintain the health and welfare of everyone using the premises;
- To establish and maintain safe working procedures amongst staff and pupils; and
- To develop first aid awareness amongst staff, pupils and other stakeholders.

## **ROLES AND RESPONSIBILITIES**

The Governors and Principal are responsible for approving, implementing and reviewing the First Aid Policy; ensuring that all staff are aware of it and arranging training for designated first aiders.

The Designated First Aiders are responsible for ensuring their training certification is valid, maintaining the correct contents of all first aid boxes and administering basic first aid when necessary and appropriate.

Teachers and Assistants are responsible for supervising their pupils at all times and overseeing the handover at break and lunch time to other appropriate adults.

Supervisors are directly responsible for the supervision of pupils and ensuring health and safety guidelines are adhered to.

All staff must ensure that they have read the First Aid Policy and signed the training record.

**FIRST AID PROVISION**

Mrs Dympna Storey and Mrs Catherine Close are the designated first aiders and both hold a First Aid at Work Certificate, expiry date: 24<sup>th</sup> March 2020.

There are two first aid kits kept in the school office, one for school use and the other for taking on trips and outings. Both are easily accessible to adults and kept out of reach of children.

The accident book is also kept in the office and all serious accidents must be recorded in it on the day they happen. All hospitalisation due to accidents and injuries must be reported to the Principal and an Accident Report Form (AR1) completed.

Parents/Carers must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school.

Parents must be informed of a head injury by phone detailing the nature of the incident, first aid administered and offering the parent the option of collecting the child immediately. Should the parent chose not to collect the child he/she will be kept under close observation and a note of the incident recorded in the child's homework diary.

In the event of a very serious injury, parents must be contacted immediately. If it is the considered opinion of staff that immediate professional help is required, an ambulance will be called. Parents will be kept informed of the developing situation. Very serious injuries are considered to be: severe bleeding, burns, scalds and/or unconsciousness.

**ADMINISTRATION OF MEDICATION**

Only prescribed medication can be administered by staff who have been fully trained by a health care professional and to pupils who have a Health Care Plan in place.

**INFECTIOUS AND COMMUNICABLE DISEASES**

Parents/Carers will be notified if their child becomes ill and needs to go home. Sick children will be kept safe and under observation until they are collected. If a child has had to go home prematurely due to illness he/she should remain at home for at least 24 hours, or according to the times set out in the Guidance on Infection Control in Schools.

**HEAD LICE**

General information to help parents detect and treat suspected cases of head lice will be supplied as part of the school's communication with parents via school newsletters. If a case is suspected parents are urged to treat the problem immediately. If a definite diagnosis of infection is confirmed a general information letter will be issued to all families. Repeated failure to treat headlice will be referred to the safeguarding team for consideration.

**MONITORING AND REVIEW**

This policy will be reviewed and updated every four years and presented to Governors for approval.

Signed (Principal): ..... *MC McNamee* ..... Date *25.4.18* .....

Signed (Chair of Governors)..... *Shirley Boyd* ..... Date *25.4.18* .....