

Killowen PS

Rostrevor



First Aid Policy

Faith, Friendship and Understanding

Agreed by Governors	
Review Date	
Principal	
Chair of Governors	

Mission Statement

Aims

In Killowen Primary School:

- We aim to enable excellence so that pupils develop to their full potential academically, personally and spiritually and become determined, independent, life-long learners who make meaningful contributions to the world.
- We aim to foster a nurturing, inclusive environment where kindness, resilience, empathy and faith guide every interaction and where every individual feels valued and respected as part of our school family.

Mission

In Killowen Primary School, we believe we can achieve our aims by ensuring we are committed to:

- Promoting the values of Catholic education within our school family
- Having high expectations for all pupils and a desire to see them reach their full potential
- Having inclusive, stimulating and supportive classrooms
- Working together for a common goal
- Valuing continuous improvement for all
- Investing in people and resources
- Working closely with home and the wider community

Values

- Kindness
- Respect
- Resilience
- Equality
- Unity
- Determination
- Excellence
- Empathy
- Trust

Policy Statement

The Principal and Board of Governors of Killowen 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 Killowen 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.

This policy outlines Killowen Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place that meet that responsibility.

Introduction

'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 EA;
- Record when First Aid is administered to pupils in the First Aid/Accident Record Book. This is then sent electronically to EA.
- Record all occasions when First Aid is administered to employees, pupils and visitors in the Accident Book
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with Education Authority 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(s)/carer(s) that First Aid treatment was given to the child.

The school has a separate policy for the Administration of Medicines and Critical Incidents.

How many first-aiders or appointed persons do we need?

The table below gives a guideline on the number of appointed persons, as based on Education Authority’s (EA) health and safety guidelines for schools.

Establishment	Number of pupils	Number of first-aiders
Nursery/primary schools	0-100 pupils	1 first-aider and one relief (to provide cover in the case of absence) thereafter 1 additional person for every 200 pupils

Trained Staff

The school’s trained First Aiders are:

- Miss Patterson

Arrangements for First Aid

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

- The Secretary’s Office
- The Principal’s Office

Basic hygiene procedures must be followed by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment.

A standard First Aid Kit will contain the following items:

- Leaflet giving general advice on First Aid:
- Cotton wool/wound cleansing wipes
- Assorted individually wrapped plasters
- Scissors
- Disposable gloves
- Wound compress
- Triangular bandage
- Burn compress
- Elastic bandage
- Adhesive tape
- Large wound dressing
- Medium wound dressing
- First Aid Blanket
- Plastic bags

The contents of the kits will be checked and re-stocked on a regular basis by Mrs Sonya Newell (school secretary).

Before undertaking any off site activities, the level of first aid provision will be assessed as part of Risk Assessment by the class teacher/Principal and at least one First Aid Kit will be taken along.

Roles and Responsibilities

The main duties of a First Aider in school are:

- To complete a training course approved by the Health and Safety Executive/ Education Authority as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- When necessary, ensure that an ambulance and other professional medical help is called.
- To ensure First Aid boxes are re-stocked as required. (School Secretary will assist and order on iproc)

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;
- Location of the First Aid Boxes.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained but minor cuts and grazes can be treated by any member of staff.

A school First Aid Kit should be taken by any staff member leaving the premises for a school outing. All teachers will check medical information of their class or the pupils going off site and ensure relevant First Aid/ medical equipment is also brought in a separate bag, e.g. inhalers, Epi-pens

Accident and Injury Reporting

- All minor accidents or injuries that have required first aid treatment to be administered should be recorded in the First Aid/Accident Record Book.
- An accident record is completed for any injuries that are more serious.
- AR1 form completed for major injuries, which is then sent to the Education Authority. - online
- A copy of the forms are retained by the school.
- Online accident report form should where possible to completed immediately after treatment being administered or at the earliest possible convenient time thereafter.
- The child's teacher should be informed of all accidents and injuries.
- Parent(s)/ Carer(s) will be informed of accidents/injuries.

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.

Where emergency treatment is not required a 'Head Bump' notification will be provided to the Parent(s)/ Carer(s) by telephone or, if no contact can be made with Parent(s)/ Carer(s), in writing. When children receive a bump to the head, Parent(s)/ Carer(s) will be informed and encouraged to collect their child from school as a precautionary measure.

Transport to hospital or home

The Principal, or in his absence, a First Aider 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(s)/ Carer(s) will be notified. If hospital treatment is required, then the pupil's Parent(s)/ Carer(s) will be called for them to take over responsibility. If no contact can be made with Parent(s)/ Carer(s) or other designated emergency contacts, then the Principal may decide to transport the pupil 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 pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Illness

Any sick or ill children will be seen in the first instance by their class teacher. If felt necessary a first aider can be contacted. If it is felt necessary to send home a child, the Parent(s)/ Carer(s) will be contacted to make arrangements for collection.

A child who has been physically sick should be kept at home for at least 48 hours (Public Health Agency guidelines).

Educational Visits

- Before undertaking an educational visit or class trip teachers should complete a risk assessment form of their destination.
- First Aid kit should be taken on all educational visits
- These kits should be checked well before the date of visit to ensure they are adequately stocked.
- Make a list of all children who need medication.

- All those children who require inhalers or epi pens should bring their medication inhaler with their name on it.
- A list of contact numbers for all children on the trip should be printed and brought by the teacher in charge.
- Be prepared for travel sickness and sit any children likely to be travel sick near the front of bus.
- Travelsick children should be cared for by teacher or other school staff.
- Follow the schools normal first aid procedures as outlined previously in this policy.

Monitoring, Review and Evaluation of this Policy

This policy will be reviewed annually in line with our policy reviews / when changes in policy are required. Any changes in provision or policy will be relayed appropriately. The review process will be assisted by feedback from teachers, parents, governors, outside agencies and pupils.