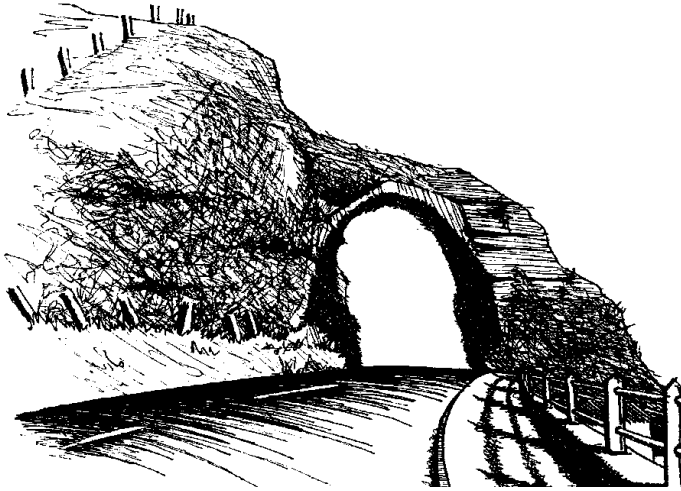


St Patrick's Primary School, Glenariff



# First Aid Policy

Mr M. Dinsmore  
Principal

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Policy Date: December 2025  
Review Date: December 2027

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## **St Patrick's Primary School Ethos**

Our school ethos is the foundation of everything we do - shaping our culture, guiding our decisions, and inspiring our community. It reflects who we are, what we stand for, and the kind of environment we strive to create for every child, every day.

This ethos was thoughtfully developed through a collaborative process involving pupil, parent, staff, and governor surveys; pupil and parent focus groups; dedicated staff development sessions; and guidance from the Catholic Schools' Support Service. Together, these voices helped shape a shared vision and set of values that truly represent our school community.

### Vision

At the heart of our ethos is our **vision**:

'A welcoming and nurturing community, where every child is guided by faith, feels a true sense of belonging, grows with confidence, flourishes through engaging teaching, and develops a lifelong love of learning'.

### Values

Our **Values** reflect what we believe in and how we live each day:

#### **Child-Centred**

Children are at the heart of our school - nurturing their wellbeing, independence, curiosity, and individuality.

#### **Healthy Relationships**

We build trusting, respectful relationships that support emotional wellbeing, collaboration, and lifelong friendships.

#### **Inclusive**

We grow together as a welcoming, inclusive school community where everyone feels they belong and contributes positively.

#### **Lifelong Learners**

We empower every child to reach their potential, celebrate their successes, and persevere through challenges.

#### **Devoted to Kindness & Compassion**

We treat others with care, empathy, fairness and understanding, creating a safe and supportive environment.

## Mission

At our school, we are a welcoming and nurturing community where everyone is guided by faith and feels a true sense of belonging.

Every child is valued, supported, and encouraged to grow in confidence, kindness and curiosity. Through supportive teaching and strong relationships, we help children flourish - celebrating their uniqueness, nurturing their wellbeing, and guiding them to achieve their full potential.

## Motto

And our **Motto** captures the essence of our commitment:

**‘Every Child Matters, Every Moment Counts.’**

Together, these elements form a living ethos - one that is felt in our classrooms, our playgrounds, and our relationships. It is a promise to our children, families, and staff that we will continue to grow as a community rooted in faith, compassion, and excellence.

## **Rationale**

The provision of First Aid is a statutory requirement under Health and Safety legislation and a vital component of safeguarding and promoting pupil wellbeing. At St Patrick’s Primary School, Glenariff, this responsibility is underpinned by our ethos of care, compassion, and inclusion. Effective First Aid ensures that every child feels safe, valued, and supported, reflecting our commitment to our school motto: **‘Every Child Matters, Every Moment Counts.’**

Our ethos - rooted in faith, kindness, and respect - guides this policy to create a safe and nurturing environment where children can flourish. By embedding our vision and values into First Aid practices, we ensure that responses to illness or injury are not only efficient and compliant but also compassionate and child centred. This policy demonstrates our dedication to:

- Protecting the health and safety of all pupils, staff, and visitors.
- Providing timely and appropriate care in emergencies.
- Promoting confidence and reassurance for children and families.
- Supporting lifelong learning through safe and secure environments.

## **Introduction**

At St Patrick’s Primary School, our ethos is the foundation of everything we do. This First Aid Policy is shaped by our vision, values, mission, and motto, ensuring that every child is cared for in a

welcoming and nurturing environment. It sets out clear procedures and responsibilities to safeguard health and wellbeing, while promoting confidence among pupils, staff, and parents.

We aim to provide timely, effective, and compassionate care that reflects our child centred approach, strengthens healthy relationships, and supports inclusivity, kindness, and lifelong learning. This introduction serves as a guide to how our ethos translates into practical action - making safety and care a priority in every classroom, playground, and school activity.

This policy ensures that:

- Every child receives compassionate and competent care in times of illness or injury.
- First aid procedures are inclusive and respectful of individual needs.
- Staff are empowered through training to respond confidently and kindly.

### **Statement of First Aid at St Patrick's Primary School**

First Aid saves lives and prevents minor injuries becoming major ones. At St Patrick's Primary School, we are committed to providing adequate and appropriate equipment, facilities, and trained personnel to ensure the safety and wellbeing of all pupils, staff, and visitors. This commitment reflects our ethos of compassion, inclusion, and respect.

Our arrangements for implementing this policy include the following principles:

- To report, record, and where appropriate investigate all accidents.
- To record all occasions when First Aid is administered to employees, pupils, and visitors in the Accident Book and EA Accident Portal.
- To provide equipment and materials to carry out First Aid treatment.
- To make arrangements for staff training, maintain records, and review annually.
- To establish clear procedures for managing accidents requiring First Aid.
- To provide information to employees on First Aid arrangements.
- To provide parents with written information when First Aid is administered to their child.

Further details on these principles are outlined in the relevant sections of this policy.

### **Aims**

This section outlines the core objectives of our First Aid Policy. These aims reflect our commitment to safeguarding health and wellbeing, ensuring that every response to illness or injury is timely, effective, and aligned with our ethos of care and inclusion. By clearly defining these aims, we provide a framework for consistent practice across the school community.

- To identify and meet the First Aid needs of the school in line with Health and Safety legislation.
- To ensure First Aid provision is available at all times on school premises and during off-site activities.
- To provide appropriate equipment, facilities, and trained personnel.
- To record and report all incidents accurately and transparently, supporting accountability and trust.
- To foster a culture of care, empathy, and responsibility among staff and pupils, reflecting our ethos.
- To ensure staff are trained and confident in administering First Aid with compassion and professionalism.
- To provide parents with timely and clear communication regarding First Aid incidents, reinforcing partnership and reassurance.

## **Roles and Responsibilities**

Each group within the school community has specific responsibilities to ensure effective First Aid provision. This section outlines the duties of key stakeholders, promoting clarity and accountability in line with our ethos of care and safety.

### Board of Governors and Education Authority

- Ensure appropriate First Aid arrangements and risk assessments are in place.
- Approve and review the First Aid Policy.
- Ensure insurance arrangements provide full cover for staff actions.

### Principal

- Implement and monitor the policy.
- Ensure staff and parents are informed of First Aid arrangements.
- Maintain and restock First Aid equipment.
- Ensure emergency services are contacted when necessary.
- Display First Aid signage and ensure policy accessibility.

### Designated First Aid Coordinator

- Oversee First Aid provision and supplies.
- Maintain up-to-date training records.
- Display First Aid information clearly around the school.
- Provide induction for supply teachers including medical needs and emergency procedures.

### Trained First Aiders

- Provide immediate care and support.
- Call for professional medical help when needed.
- Accompany children to hospital if parents are unavailable.
- Keep training updated.

### All Staff

- Respond to minor injuries and illnesses.
- Support First Aiders in emergencies.
- Ensure hygiene and infection control procedures are followed.
- Promote safety and wellbeing through daily interactions.
- Assist with contacting parents and emergency services.
- Ensure Consent Forms are taken on trips.

### Parents and Carers

- Provide up-to-date medical information and consent forms.
- Respond promptly when contacted about their child's health.
- Ensure children who are unwell remain at home.

## **First Aid Equipment and Facilities**

This section outlines the resources and facilities that enable effective First Aid provision across our school. Maintaining well-stocked, accessible, and hygienic equipment is essential to ensure timely and safe responses to injuries or medical needs. These arrangements reflect our ethos of care and responsibility, ensuring that every child and adult in our school community feels secure and supported.

- First Aid boxes located in the Staff Room in the new building.
- Resuscitation mask in P6/7 Activity Area.
- Sharps box in the Staff Room in the new building.
- Ice packs in fridges in the Staff Room in the new building.
- EpiPens and inhalers stored securely in classrooms as required.
- First Aid kits and cleaning supplies taken on all school trips.
- Defibrillator stored in the secretary's office.
- Posters detailing treatment of common injuries displayed in treatment areas.

For a full list of First Aid box contents, see Appendix B.

## **Medical Conditions and Healthcare Plans**

This section explains how we support pupils with ongoing or long-term medical needs. Our approach reflects our ethos of inclusion and care, ensuring that every child feels safe, valued, and fully supported in their learning environment. Clear procedures and staff training help us respond effectively and compassionately to individual health requirements.

- Individual Care Plans for pupils with long-term medical needs.
- Medical needs displayed in classrooms, staffroom, Principal's office, Secretary's office, and dining hall for quick reference.
- Staff trained in the use of EpiPens and inhalers to provide immediate and appropriate care.
- Training accessed via EA and C2k Medical Library to maintain up-to-date knowledge and confidence.

## **Hygiene and Infection Control**

This section sets out the standards and practices that protect pupils, staff, and visitors from infection risks during First Aid procedures. Maintaining high levels of hygiene is essential to prevent cross-contamination and ensure a safe environment for everyone. These measures reflect our ethos of care and responsibility, prioritizing health and wellbeing in every interaction.

- Staff must wash hands before and after administering First Aid.
- Disposable gloves must be worn.
- Soiled materials disposed of safely.
- Spillages cleaned appropriately.
- Infection control advice sought from Department of Health, EA, and HSE.

## **Recording and Reporting**

Accurate recording and timely reporting of First Aid incidents are essential for safeguarding, accountability, and continuous improvement. This section ensures transparency and provides a clear process for documenting care, informing parents, and meeting statutory requirements. These practices reflect our ethos of openness and responsibility, reinforcing trust between school and families.

- All incidents recorded in the Accident Book and/or EA Accident Portal.
- Accident Book entries include date, time, location, name/class, injury details, treatment, and outcome.
- Duplicate accident forms sent home and retained in school records.
- Parents informed of head injuries, stings, or significant incidents by phone, letter, or in person.
- RIDDOR reports completed when required.

## **School Trips and Off-Site Activities**

This section outlines the procedures for ensuring First Aid provision during school trips and off-site activities. Our approach prioritizes safety and preparedness, reflecting our ethos of care and responsibility beyond the school grounds. By planning ahead and equipping staff appropriately, we ensure that pupils remain safe and supported wherever learning takes place.

- Risk assessments determine the level of First Aid provision required for each trip.
- A fully stocked First Aid kit and any necessary pupil medication must be taken on all trips.
- Staff accompanying trips are briefed on First Aid arrangements and emergency procedures.
- Consent forms and emergency contact details for all pupils must be carried by the trip leader.
- Procedures for contacting emergency services and parents are clearly communicated to all supervising adults.
- Additional hygiene and infection control measures are followed during off-site activities.

## **Instruction to Pupils**

This section emphasizes the importance of educating pupils about safety and First Aid awareness. By fostering understanding and responsibility, we help children develop lifelong habits that protect themselves and others. These instructions reflect our ethos of care and inclusion, ensuring pupils feel confident and supported in maintaining a safe environment.

- Teachers provide regular safety education on topics such as safe use of classroom tools (e.g., scissors), electrical safety, sun care, and road safety.
- Pupils are taught how to report illness or injury promptly and appropriately.
- Children learn how to raise the alarm in emergencies when an adult cannot leave the classroom.
- Awareness sessions encourage pupils to act responsibly and seek help for themselves or others when needed.

## **Transport to Hospital or Home**

This section explains the procedures for safely transporting a pupil to hospital or home following an injury or illness. Our approach prioritises the child's wellbeing and ensures clear communication with parents and emergency services. These steps reflect our ethos of care and responsibility, guaranteeing that every child receives timely and appropriate support.

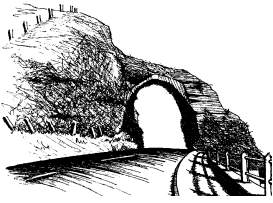
- Ambulance called immediately in emergencies; parents contacted without delay.
- For non-emergencies, parents take responsibility for hospital transport after being informed.
- Two adults accompany the child to hospital if parents are unavailable, with one adult seated beside the child for reassurance and safety.

- All journeys follow legal safety requirements, including the use of seat belts.
- School continues attempts to contact parents until they are reached and informed of the situation.

## **Review**

This First Aid Policy will be formally reviewed in **December 2027** to ensure it continues to reflect the ethos, needs, and priorities of St Patrick's Primary School, Glenariff. The review will involve consultation with staff, pupils, parents, and governors, and will consider feedback, current best practice, and any changes in legislation or guidance.

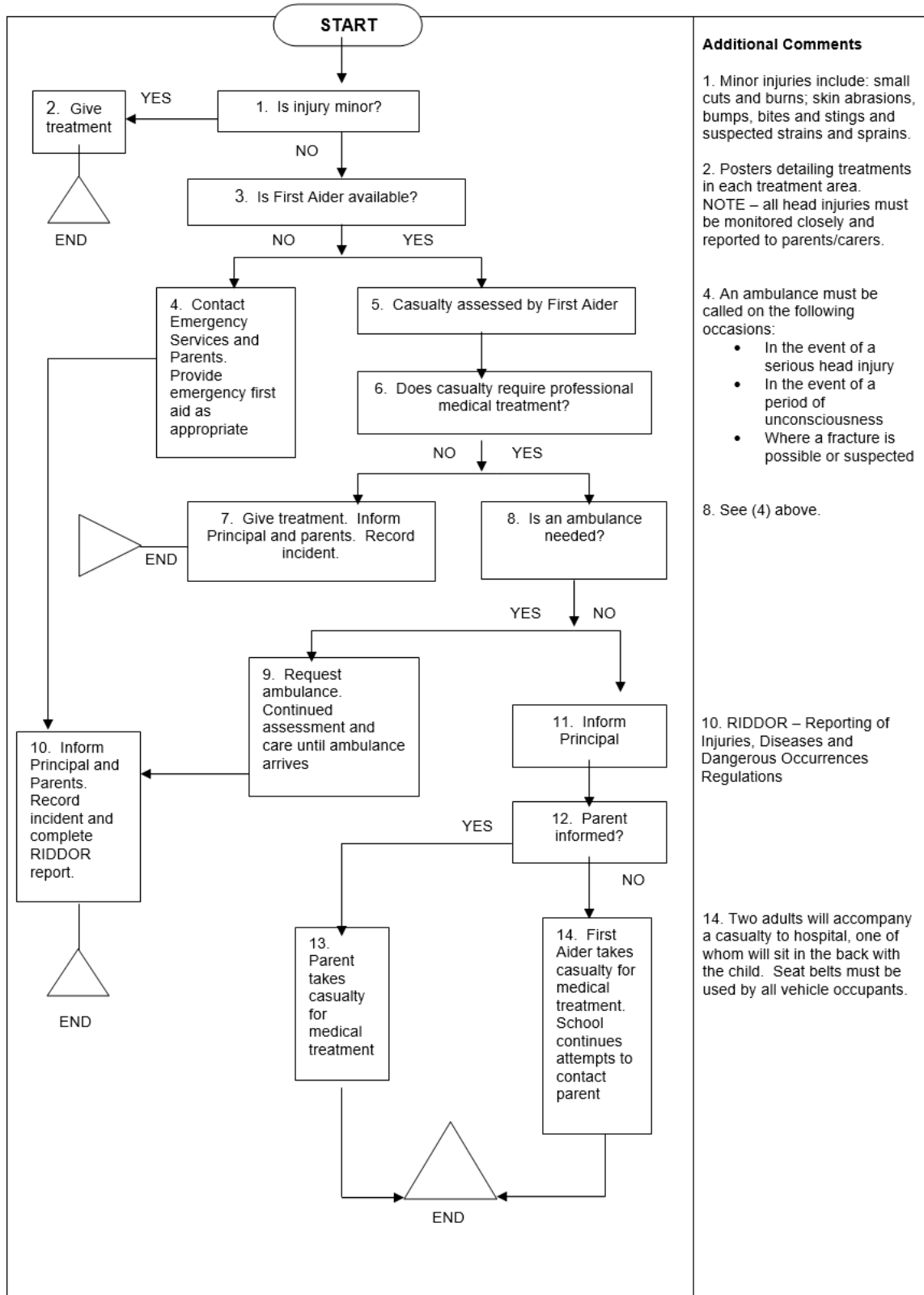
The policy may also be reviewed earlier if required, in response to significant developments, emerging needs, or changes in statutory guidance.

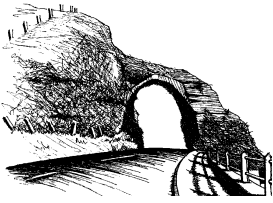


# ST PATRICK'S PRIMARY SCHOOL

## FIRST AID FLOWCHART

This flowchart outlines the steps staff should follow when responding to illness or injury, ensuring care is timely, compassionate, and aligned with our ethos of safety and inclusion.





## ST PATRICK'S PRIMARY SCHOOL

### CONTENTS OF FIRST AID BOX

This appendix provides a detailed list of the items contained in our First Aid boxes across the school. These contents are carefully selected to support the safe and effective treatment of injuries and medical needs, in line with our ethos of care, responsibility, and preparedness. By maintaining well-stocked and hygienic First Aid boxes, we ensure that staff are equipped to respond promptly and compassionately to any incident.

- First Aid guidance leaflet
- Assorted waterproof plasters (various sizes)
- Sterile adhesive dressings
- Sterile eye pads
- Sterile triangular bandages
- Sterile medium dressings (approx. 12cm x 12cm)
- Sterile large dressings (approx. 18cm x 18cm)
- Non-adhesive wound dressings (various sizes)
- Conforming bandages
- Micropore tape (2.5cm x 5m)
- Safety pins
- Disposable nitrile gloves (multiple pairs)
- Alcohol-free cleansing wipes
- Sterile saline pods (for eye irrigation)
- Resuscitation face shield with one-way valve
- Foil emergency blanket
- Burn dressing (10cm x 10cm)
- Tuff cut scissors/shears
- Finger dressings
- Advapore or similar adhesive dressings
- Instant cold packs
- Disposable aprons (optional for infection control)