

St Joseph's Primary School

Slate Street



First Aid Policy

FIRST AID POLICY
ST JOSEPH'S PRIMARY SCHOOL
January 2019

First Aiders-

Miss Nuala Starrs	Mrs Christine Green
Mrs Elish Loughran	Mrs Caroline Morelli
Mrs Linda Wilkinson	Miss Carla McGrath

First Aid is care given to an injured person (in order to minimise injury, future disability, to preserve life and to promote recovery) before professional medical care is available. Teachers and other staff are expected to use their skills and professionalism at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents/carers might be expected to act towards their own children.

As a school our aim is also to promote health and safety awareness in children and adults, in order to prevent first aid being necessary and to encourage every child and adult to begin taking responsibility for their health needs.

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1-First Aid Provision

The Principal is responsible for ensuring that there is an adequate number of qualified First Aiders. This should be in line with EA's recommendations for first aid provision.

Portable First Aid kits are available and may be used any time whilst our pupils' are off site.

Miss Starrs will ensure the maintenance of the contents of the first aid kits and other supplies- will replenish them when necessary.

All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes, the use of an epipen. This training is offered annually at several venues across Belfast

All staff will ensure that they have read the school's First Aid policy

2- First Aid Boxes

First Aid Boxes are located in;

The Secretary's Office, Staff Room, Principal's Office

Another portable first aid kit is stored in the PE store

Extra supplies are stored in Coms Store

All staff are provided with a list of medical needs for children in the school. Care Plans are also provided. These are displayed in each classroom and in the Principal's Office, Secretary's Office staff room and relevant classroom.

3- Contents of First Aid Kits:

- Scissors
- At least 20 individually wrapped sterile adhesive dressings (appropriate sizes)
- At least 2 sterile eye pads
- At least 6 triangular bandages
- Safety pins
- At least 6 medium sized sterile, wound dressings (no antiseptic etc.)
- At least 2 large sterile, wound dressings (no antiseptic etc.)
- At least 3 extra large sterile wound dressings (no antiseptic etc.)
- Disposable gloves
- Ice Packs (Stored in Staff room fridge)

4:- Procedures- In School

- All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring the minimum first aid. If in doubt always ask a first aider and importantly note aid given and inform parent using first aid proforma.
- If there is any concern about the first aid which should be administered, then the qualified first aider must be consulted.
- If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should go a first aider in the playground or come to the staff room and request the assistance of a first aider. An accident proforma (carbon copies made of all incidents) must be completed, stating the child's name, day and date.
- If there are any doubts over the health or welfare of a pupil the parent/carer will be contacted immediately.
- If the situation is life threatening, an ambulance should be called at the earliest opportunity without waiting for the appointed person to arrive on the scene.

Members of staff should follow the ambulance procedure attached. (available from office, Miss Weir's Office, Staff Room and all first aiders).

- No member of staff or volunteer helper should administer first aid unless they have had proper training.
- Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to the Principal or one of the named First Aider and the appropriate accident form filled in.
- First Aiders who should call an ambulance and the child's parent/carer ASAP (numbers located in the staff room).
- In the event of a serious incident an ambulance is called and a member of staff will accompany a pupil to the hospital if no parent/ carer on sight. A parent/carer is asked to go immediately to the hospital.
- It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If a pupil sustains a serious injury, they should not be moved.

5- Procedures- of School

While on a visit, school staff should ensure that they have a mobile phone and staff also take appropriate medication for the pupil, inhalers etc.

- If the trip is off site teachers must take a first aid kit.

6. Educational Visits

The Principal has responsibility for ensuring staff have adhered to the school's Educational Visits procedures' (as set out in the Good Practice on Education Visits Guidance) when organising a visit. All staff should refer to it.

- A Risk Assessment will need to be carried out as part of an educational trip.

7. Action at an Emergency

(To be undertaken by a trained First Aider)

Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?

- Assess the casualty for responsiveness: Does the casualty respond?

- IF THERE IS NO RESPONSE:- for children-

o Open airways by placing one hand on the forehead and gently tilt the head back.

Remove any obvious obstructions from the mouth and lift the chin.

o Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send for a helper to call an ambulance and give initially 5 rescue breaths then 30 chest compressions then 2 rescue breaths to 30 chest compressions-

Continue CPR until the paramedics arrive or until you get a response. This can be quite strenuous and it is best to have another qualified First Aider there to relieve you.

Adult- 30 compressions followed by 2 breaths and continued as above.

8. Incident Reporting

- All incidents are reported. All incidents are written on an Incident/Accident Report Form which is held in the Secretary's Office.
- These records are filed and stored in line with Data Protection and Disposal of Records Policy. These are located in the School office.
- Parents are informed of head injury by face to face contact or a telephone call. Parents are informed of all other injuries treated ideally by face to face contact. If not possible, a telephone call or letter outlines the injury and recommends that the parent/carer gets their child checked out at the GP.
- If a serious incident or death occurs an Accident/Work-related illness Report Form must be completed and sent to Health and Safety Department, EA.
- Staff should complete the accident book if they sustain an injury at work. An injured member of staff or any other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

9. Contamination / Hygiene

- No person must treat a pupil who is bleeding, without wearing protective gloves.
- Protective gloves are stored in the first aid kits.
- Cover open cuts or wounds on your own skin with a waterproof band-aid or similar dressing.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination.
- Use an air shield for mouth-to-mouth breathing.
- If blood is spilled onto broken skin or your skin is punctured by a sharp object, wash area thoroughly with water.
- All body fluids (Vomit, diarrhoea and blood) must be cleaned immediately. This is vital if the spread of infections is to be reduced. Wash the area with warm water and disinfectant and dry. Single use latex gloves should be worn and are available from the first aid cupboard. Once spillages have been put into sealed black bags, they must be put in the external dustbins for domestic waste disposal. Hands must be washed and dried after the removal of protective gloves.

10. Defibrillator

Defibrillator (including instructions of use, towel to dry casualty and shavers to remove hair from chest, scissor to cut clothing if necessary)

The defibrillator is stored in the staffroom at a low level. Persons trained in the use of the defibrillator are:

**Mr. Jim McCann
Miss Nuala Starrs
Miss Ciara Peoples
Mrs Kate Glover
& First Aid Team**

The defibrillator when needed service or replacement battery will send out an alarm signal.

11. Care Plans

All children requiring care plans will be complete on entry in to the school. These will be updated on a yearly basis with an updated photograph.

12. Staff Training

First Aiders will ensure that their training is up to date.

Teachers with specific pupils with specific needs will be trained accordingly.

Teachers must ensure they are aware of any needs of pupils in their class.

13, Administration of Medication

A separate policy is in place for the administration of medication.

Critical Incident

Protocol for Phoning An Ambulance:

Have care plan in hand- Copies in Christine's Office

Phone 999- and remain on line until emergency services arrive

Put phone on loud speaker-

If possible keep casualty in ear shot of communication with emergency services-

Not possible a designated adult to relay message from emergency services

Inform Principal/ Vice-Principal that ambulance has been phoned

Designated adult to inform all to stay in room- no movement around school

Designated adult to open school gate in high visibility vest and remain at gate to direct ambulance to front of school

Second designated adult in high visibility vest at front door take another care plan from Christine's office- hand care plan to emergency services and bring them to casualty- give them as much detail as possible- treatment to date and condition of casualty

If pupils in playground staff go out and bring immediately pupils in to class and all adults to remain in own classroom to supervise.

First Aider x 2
Adult to relay messages from 999
Adult to phone ambulance
Designated adult at gate
Designated adult at front door
Designated adult to inform all to stay in room

