

*St. Mary's Primary School,
Altinure*



First Aid Policy

Approved by Governors 12.10.20

Reviewed Post Training – Term 2 2022

Approved by Governors: 25.03.24

Policy Statement

The Principal and Board of Governors of St. Mary's Primary School, Altinure 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 St Mary's Primary School, Altinure 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 Western Region/CCMS procedures 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 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;
- Record accidents in the School's Accident Book and report more serious accidents online to Education Authority
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements for First Aid training of employees, maintain records of training and review regularly;
- 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 (See Appendix 5)
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

St. Mary's PS Altinure will provide materials and equipment and facilities to provide First Aid.

The locations of the First Aid Kits in the School are:

- 1 kit on the staffroom shelf and
- 1 kit in the secretary's office.

Our standard First Aid Kits will contain the following items:

Minimum:

- Leaflet giving general advice on First Aid
- 6 medium sterile dressings
- 2 large sterile dressings
- 3 triangular bandages
- 2 eye pad sterile dressings
- 6 safety pins
- Plasters
- Disposable gloves
- Scissors

Additional items may include:

- Sterile Cleansing Wipes
- Adhesive Tape
- Finger Sterile Dressings
- Resuscitation Face Shield
- Foil Blanket
- Hydrogel Burn Dressing
- Safety Shears
- Gauze Swaps (pack of 100)
- Emergency Spill Sachets
- Mouth shields for resuscitation
- Eyewash
- Plasters
- Ice packs

Before undertaking any off site activities, the level of first aid provision will be assessed by the Principal and where possible, a portable First Aid Kit will be taken along. It contains burns dressings, cleansing wipes, sterile dressings of assorted sizes, triangular bandages, a mouth shield, foil blankets, disposable gloves, scissors and a First Aid Guidance leaflet.

The School's Main First Aider(s) are :

Mrs Claire McKenna (teacher) - First Aid at Work refresher training completed – 08/10/21
Miss Ursula Doyle (teacher) – First Aid at Work refresher training completed – 08/2/22
Mary Redmond - First Aid at Work trained – 24- 26th January 2022

Four staff members have also been trained in Heart Start (Ursula Doyle, Claire McKenna, Ashelene Boyle and Anne Marie Hegarty) but this training is no longer being renewed.

The contents of the Kits will be checked on a regular basis by Mrs Claire McKenna, Miss Ursula Doyle or Mrs Mary Redmond.

Information on First Aid Arrangements

The Principal, with the support of trained First Aiders, 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 Kits.

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.

First Aid in School

Written consent for the administration of First Aid on pupils will be obtained annually from parents. Following 'First Aid at Work' training in Term One of 2022, our school has now introduced plasters as well as bandages and other sterile dressings to be applied to an open cut/wound of a reasonable size.

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' note will be sent home or a telephone call will be made to the parent/guardian.

Transport to hospital or home

The Principal and/or First Aiders 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 or guardian will be notified immediately afterwards. If hospital treatment is required, but not determined as urgent, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, then the Principal/Vice-Principal or other delegated staff member 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.

USE of an AED (defibrillator)

An AED is situated to the right of the school entrance where it can be easily accessed. It is unlocked and accessible when the school gate is open (*usually 8am to at least 5.30pm*). The AED is stored in a carry case which carries the AED and the additional equipment. The additional equipment includes the following: disposable face shield/Res-Cue mask, pocket tissues, scissors, disposable razor, disposable latex-free gloves and sterile cleansing wipes. In line with the AED Guidelines for Schools (2018), Ms M Redmond (AED Co-ordinator), Mr Paul McLaughlin (Building Supervisor) and the trained First Aiders U Doyle and C McKenna will be in charge of managing the AED but all staff will be regularly trained in administering it. An accurate record of trained AED operators should be maintained and school will refresh AED training for the First Aiders, and possibly all staff, in a two year cycle, or annually where possible.

This policy will be agreed by Governors and reviewed as appropriate.

Principal: *Mary Redmond*

Date: 25.03.24

Chair of Governors: *Roisin McInroy*

Date: 25.03.24

APPENDIX 1: ROLE OF AED CO-ORDINATOR

- Regular recorded checks of the AED unit
- Maintenance of school AED training record
- Liaison with ELB/supplier in the event of problems

The following schedule is recommended in the AED Guidelines for School document (2018)

DAILY VISUAL AED SYSTEM CHECK

- * Ensure that the AED system status indicator is operational.

RECORDED WEEKLY CHECKS

(SEE APPENDIX 2 FOR A SAMPLE CHECKLIST)

On a weekly basis the following should be checked:

- * The AED – that it is in its correct location and has not been tampered with
- * Battery status indicator - to ensure the battery is working correctly
- * Pads are unopened
- * Additional items are present and correct - disposable face mask/shield, tuff cut scissors, disposable razor, disposable latex free gloves and disposable towel/absorbent cloth.

SIX MONTHLY CHECKS

(SEE APPENDIX 4 FOR A SAMPLE CHECKLIST)

- * Battery expiry date
- * Pad expiry Date
- * Order new battery or defibrillator pads at least one month before expiry date.
- * Review of training records

CHECKS FOLLOWING INCIDENT AND USE OF AED

- * Check battery-see advice from supplier.
- * Replace Pads used during incident
- * Replace used items from additional equipment –disposable face mask/shield, tuff cut scissors, disposable razor, disposable latex free gloves and disposable towel/absorbent cloth.
- * Returning the AED to service

POST INCIDENT PROCEDURE AND EVENT REVIEW

Procedures must be established outlining the actions to take after the use of an AED. Use of the AED must be reported to the boards Health & Safety Manager/Officer and a comprehensive review actioned to include:

- * Downloading and transferring data from the AED - If requested by ambulance service.
- * Recording details of the incident on the employing authorities Accident Report Form

Any review should include:

- * ELB or employing authority
- * School governors
- * SMT if applicable
- * Staff, pupils and members of the public who witnessed the incident.

Appendix 2 - Weekly Check Record

School Name											
AED location											
Device serial number											
Date	AED intact	Battery status OK	Pads intact	1 face mask	2 pair latex free gloves	1 pair TUFF CUT scissors	1 prep razor	Absorbent cloth	Name and Signature		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Authorised Person</i>		

In the event of a fault please refer to device manual.

Appendix 5- Risk Assessment Template for First Aid

St Mary's PS Altinure				
RISK ASSESSMENT FOR: Provision of first aid				
Identified Hazard	To Whom	Severity	Likelihood	Risk
Inadequate number or no trained first aiders to provide first aid treatment in the event of an emergency.	Pupils, staff, visitors	4	2	8
Existing Precautions	Additional Precautions	Who		When
School has a first aid policy and other required policies/procedures such as use of AEDs				
Suitable number of first aiders based on risk – school size/location/needs of pupils. Refer to First Aid section of the EA H&S Manual for further guidance.				
Refresher training carried out in accordance with guidance and best practice.				
Named first aiders clearly displayed and known to all staff.				

At least one appointed person on premises at all times.			
Adequate first aid items available at all times and accessible.			
Accidents reported and recorded.			
Staff suitably trained with certificates in date.			
Consideration given to adequate number of first aiders required for off site visits			
All staff aware of emergency procedures and procedures regularly reviewed.			
Additional control measures particular to school			

Signed: _____

Date: _____