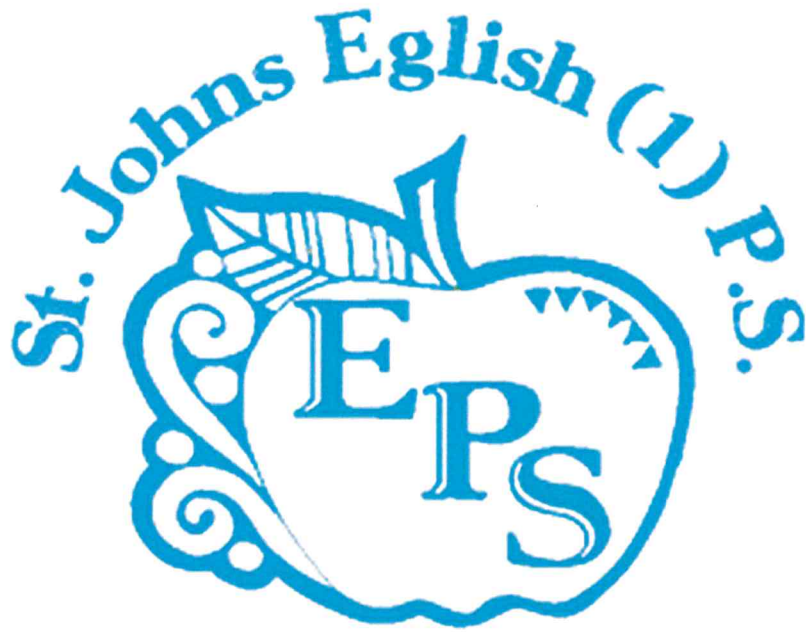


St. John's English P.S.



FIRST AID POLICY

Date Policy Reviewed: October 2020

Next BOG approval: October 2022

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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 all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with EA CASS 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 (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

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

School Staff Room

P1/P2 Classroom

A standard First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid

20 individually wrapped sterile adhesive dressings assorted sizes

4 triangular bandages

2 sterile eye pads

6 safety pins

6 medium wound dressings

2 large wound dressings

3 extra large wound dressings

1 pair of disposable gloves

The contents of the Kits will be checked on a regular basis by Mr McKenna, *Miss McGeown and Mrs West*

The School First Aider(s) are Mr McKenna, Miss McGeown and Mrs West

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal.

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;
- Their room number or extension number;
- Location of the First Aid Box.

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.

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.

Parent/Guardian will be informed of any bumps to their child's head by a member of staff.

Transport to hospital or home

The Principal 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. If hospital treatment is required, 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 may accompany the child to the hospital.

Monitoring and Review

The Principal and Board of Governors (in consultation with staff) will monitor this policy and its effectiveness regularly and it will be reviewed and revised as necessary.

Signed  _____ (Chair of the Board of Governors)

Signed  _____ (Principal)

Date 6th October 2020