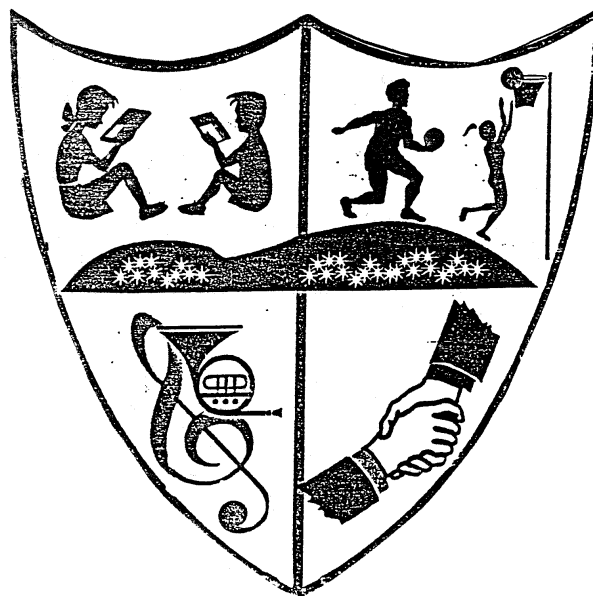


# St. Colman's Primary School and All Saints' Nursery Unit Annaclone

*"to develop the full potential of each pupil in our care."*



## First Aid

## Policy

*Principal: Mr. K. Donaghy (B.Sc(Hons), P.G.C.E, M.Ed)*

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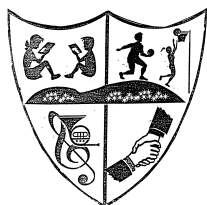


INVESTORS  
IN PEOPLE | Silver



Centre of Excellence

"to develop the full potential of each pupil in our care."



### School Aim:

"to allow each child to fulfil their full potential"

### Vision Statement

To be a caring school where childhood and community are valued; one, which inspires learning for life and develops the personal qualities needed to succeed in a rapidly changing world.

### Mission Statement

We believe that each child will succeed through experiencing quality in:

- A broad and challenging curriculum
- Innovative teaching and an investigative approach to learning
- A stimulating learning environment
- An enriching programme of extra-curricular activities and visits
- A rich, varied and up-to-date range of learning resources
- An ethos of support, challenge and encouragement to succeed
- Learning partnerships between the school, home and parish community

We demonstrate our commitment to working as a learning community by:

- Striving for continuous improvement in all that we do
- Working collaboratively towards common goals
- Being an Investor in People and Pupils

### Aims for the Pupils

St. Colman's Primary School and All Saints' NU (Annaclone) promotes high achievement and learning for life by working with the staff and children to:

- Develop enquiring minds and a spirit of curiosity
- Encourage excellence
- Achieve their highest standards in all areas of the curriculum
- Have high self esteem - respecting themselves, others and the environment by our positive approach to behaviour thus ensuring that each individual is motivated to do his/her best
- Be able to work independently and collaboratively
- Be an integral part of the Parish community - one which fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of the Church
- Seek to extend themselves in mind, body and spirit
- Become highly motivated life-long learners
- Gain advanced technological skills
- Be flexible and adaptable for the modern world

### Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Politeness, kindness and caring
- High standards of behaviour
- Partnership

## School Ethos

St Colman's Primary School and All Saints' NU sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children take place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

**We are** a catholic maintained co- educational school seeking to promote throughout the school community an ethos, which reflects the Christian teaching and values.

**We see** the school as part of the wider community, responsible to it and providing an important community service. We take seriously our links with the community and encourage the involvement and interests of parents and others in the welfare of individual children and the school as a whole.

**We seek** to provide an excellent educational service - one that is planned and developed to the highest professional standards so that each pupil may benefit to the full.

St. Colman's Primary School and All Saints' Nursery Unit  
First Aid Policy 2015/16

Policy Statement

The Principal and Board of Governors of *St. Colman's P.S and All Saints N. U* 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. Colman's P.S and All Saints N. U* 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.

Signed \_\_\_\_\_  
(Principal)

Signed \_\_\_\_\_  
(Chairperson of Board of Governors)

Date \_\_\_\_\_

### **Introduction**

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill (The Joint First Aid Manual 8<sup>th</sup> 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;
- Establish a procedure for managing accidents in school which require First Aid treatment (accident book in office);
- 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 Office*

*Principal Office*

*Old Staff room*

*Extra Inhalers stored high in Miss Finnegan's store*

**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 *Sinead Finnegan*.

The School First Aider(s) is *Sinead Finnegan* }

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

**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.

Where emergency treatment is not required a 'Head Bump' bracelet (in the Foundation stage) or letter (KS1 and KS2) will be sent home to the parent/guardian.

### 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 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.

