

**St. John the Baptist Primary School**

**Bunscoil Eoin Baiste**



**First Aid Policy**

## **DEFINITION OF FIRST AID**

*'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.

## **POLICY STATEMENT**

The Principal and Board of Governors of *St John the Baptist Primary School* 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 John the Baptist Primary School* 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 Education Authority procedure for reporting accidents.

## **AIM OF THE POLICY**

In *St John the Baptist Primary School* we aim 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.

## **LINKS WITH OTHER POLICIES**

This First Aid Policy should be read in conjunction with

- Health and Safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Critical Incidents Policy
- Educational Visits Policy

Fully Trained Staff (have attended EA Full 3 Day First Aid Course)

Mrs McDonald

Mrs Fields

Mr Lawless

Mrs Collins

## **ROLES AND RESPONSIBILITIES**

### **1.1 Appointed person(s) and first aiders**

The school has four trained first aiders. They are responsible for:

- taking charge when someone is injured or becomes ill
- ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out and are responsible for:

- acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- sending pupils home to recover, where necessary
- filling in an accident report (online or written as appropriate) on the same day, or as soon as is reasonably practicable, after an incident

### **1.2 The Local Authority and Board of Governors**

The Education Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Board of Governors.

The Board of Governors delegates operational matters and day-to-day tasks to the Principal.

### **1.3 The Principal**

The Principal is responsible for the implementation of this policy, including:

- ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- ensuring all staff are aware of first aid procedures
- ensuring appropriate risk assessments are completed and appropriate measures are put in place
- undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- ensuring that adequate space is available for catering to the medical needs of pupils
- reporting specified incidents to the Education Authority when necessary

## **1.4 Staff**

School staff are responsible for:

- ensuring they follow first aid procedures
- ensure that they have read the school's First Aid policy
- ensuring they know who the first aiders in school are
- completing accident reports for all incidents they attend to where a first aider is not called
- informing the Principal of any personal specific health conditions or first aid needs.

## **2. PROCEDURES IN SCHOOL**

In the event of an accident resulting in injury:

- all staff are responsible for addressing minor incidents requiring the very minimum first aid. Always ask a first aider for assistance when an injury has been identified and inform parent
- the closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- 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 aiders and the appropriate EA accident form filled in
- if there is any concern about the first aid which should be administered, then the qualified first aider must be consulted
- the first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services; they will remain on scene until help arrives
- the first aider will also decide whether the injured person should be moved or placed in a recovery position
- if the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child; upon their arrival, the first aider will recommend next steps to the parents
- if emergency services are called, the Principal or, if not available, a member of SLT or secretarial staff, will contact parents immediately
- the relevant member of staff will complete an online accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- 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
- all serious accidents should be reported to the Principal or one of the named First Aiders and the appropriate EA accident form filled in
- members of staff should follow the ambulance procedure Appendix 1.

- in the event of a serious incident an ambulance is called a member of staff will accompany a pupil to the hospital if no parent/ carer on site; parent/carer is asked to go immediately to the hospital
- if a pupil sustains a serious injury, they should not be moved.

### **3. PROCEDURES WHEN OFF SITE / EDUCATIONAL VISITS**

The Principal has responsibility for ensuring staff have adhered to the school's Educational Visits procedures when organising a visit. A Risk Assessment will need to be carried out as part of an educational trip. All staff should sign and refer to it. Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

When taking pupils off the school premises, staff will ensure they always have the following:

- a mobile phone
- a portable first aid kit
- information about the specific medical needs of pupils
- access to parents' contact details

### **4. RECORD KEEPING AND REPORTING**

- All incidents are reported. All serious incidents are recorded online and remaining 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 should outline the injury and recommend 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 and the online record 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.

### **5. NOTIFYING PARENTS**

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## **6. REPORTING TO THE EDUCATION AUTHORITY / CHILD PROTECTION SERVICES**

The Principal will notify the Education Authority of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Principal also notify the Education Authority Child Protection Service and CCMS of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. 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'/concussion letter will be sent home/phone call to the parent/guardian.

## **8. 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.

## **9. CARE PLANS**

All children requiring care plans will be complete on entry to St Kevin's school or as medical conditions are diagnosed. These will be updated on a yearly basis with an updated photograph.

## **10. ADMINISTRATION OF MEDICATION**

Please refer to the Administration of Medication Policy.

## **11. RISK OF CONTAMINATION**

- 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.
- 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.

## **12. INFECTIOUS AND COMMUNICABLE DISEASES**

Our School is committed to the health and safety of all children and staff who play, learn and work here. As such, it will sometimes be necessary to require a sick child to be collected early from school or be kept at home while they get better. In such cases, the provisions of the First Aid and Emergency Treatment policy will be implemented.

In accordance with the procedures set out in the First Aid and Emergency Treatment policy, parents/carers will be notified immediately if their child has become ill and needs to go home. Sick children will be comforted, kept safe and under close supervision until they are collected.

If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out in Appendix 1 below – Guidance on Infection Control in Schools. If a member of staff becomes ill at work, similar restrictions on their return will apply.

If a child or member of staff becomes ill outside school hours, they should notify the school as soon as possible. The minimum exclusion periods outlined in Appendix 1 will then come into operation.

If any infectious or communicable disease is detected in school, the School will inform parents/carers personally as soon as possible. The School is committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it.

If necessary, the Education Authority and ' or Public Health Agency will be contacted for further advice.

### 13. TREATMENT OF HEADLICE

The Northern Ireland regional policy for the control of head lice was introduced on 24 March 1999 and reflects recently issued national guidance. The Education Authority Board, the Department of Public Health Social Services and Public Safety subsequently issued guidelines.

Head lice are described in the regional policy as a problem of the wider community and not primarily a problem of schools. St Kevin's Primary School does, however, recognise that as part of this community it can make a contribution by supporting parents in promoting and maintaining healthy, thriving children.

#### Principles

- Head lice are a problem of the whole community and are passed on by close family members and friends in the home and neighbourhood as well as in school
- Head lice are transferred by direct, prolonged, head-to-head contact
- Head lice infestation is not a serious physical health problem
- Clear diagnosis is important - treatment should only be started if a living, moving louse is discovered
- The main responsibility for the identification of head lice is that of the parents or guardians. They should identify and treat any head lice problem and seek help from their doctor or health visitor if necessary

#### School Procedure

Information to help parents detect and treat suspected cases of head lice will be supplied as part of the school's communication with parents.

Parents are urged, as in all health matters, to seek diagnosis from a medical professional and to treat the problem immediately for the benefit of the child, family and community. If a member of staff sees a living, moving louse in a child's hair a letter will be sent to the parent.

If a definite diagnosis of infection is confirmed within a class in school, then the school will issue that class with a general information letter.

**Children who have, or are thought to have, head lice will not be excluded from school unless the parent/guardian blatantly fails to follow school/medical advice in treating the problem.**

### 12. TRAINING

- All school staff are to undertake Emergency First Aid at Work first aid training.
- All first aiders must have completed a three-day EA training course and must hold a valid certificate of competence to show this.
- The school will keep a register of all trained first aiders, what training they have received and when this is valid until
- Staff will renew their first aid training when it is no longer valid.
- 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 the area.



### **13. FIRST AID BOXES**

First Aid Boxes are located in;

The Secretary's Office, the Staff Room, the well-being corridor, upstairs outside p5, downstairs outside R6/7, outside P3, outside p2 GC and one outside R1/2

All staff are provided with a list of medical needs/allergies for children in the school. Care Plans are also provided. These are displayed in the Secretary's Office, staff room and relevant classrooms. Canteen staff also hold information related to children's allergies.

A defibrillator is situated outside the secretary's office.

### **14. RECOMMENDED CONTENT 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)

### **15. MONITORING, EVALUATION AND REVIEW**

As part of the school's monitoring and evaluation process, we continually keep abreast of new and effective initiatives and adapt our practice accordingly. Therefore, this policy will be reviewed by the Principal and the Senior Management Team in 2026.

## APPENDIX 1

### Critical Incident Protocol for Phoning an Ambulance

Phone 999- and remain on-line until emergency services arrive  
Put phone on loudspeaker

If possible, keep casualty in ear shot of communication with emergency services-  
If this is not possible a designated adult to relay message from emergency services

Inform Principal/ Vice-Principal that ambulance has been phoned

A second adult should make contact with parent / carer to inform them of the situation.

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

If there is a care plan in place for the child – locate care plan from the office and hand  
care plan to emergency services.  
Give emergency services them as much detail as possible- treatment to date and  
condition of casualty

In the event of a serious incident an ambulance is called a member of staff will  
accompany a pupil to the hospital if no parent/ carer on site.  
A parent/carers is asked to go immediately to the hospital.