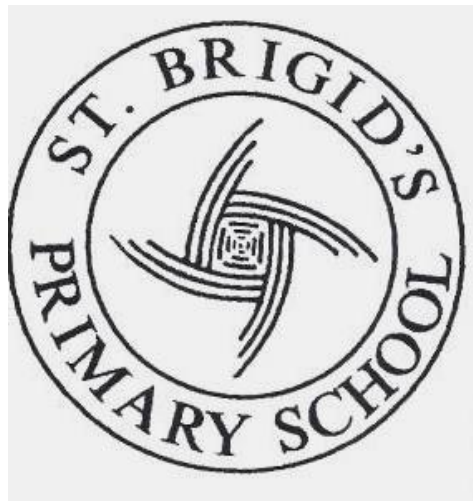


# First Aid Policy



Policy Reviewed Summer 2018

Next Review Date Summer 2021

Signed ..... Chair of Governors

Signed..... Principal

# FIRST AID POLICY

## INTRODUCTION

St Brigid's Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid provision at St Brigid's is held by the Principal and Vice principal who is the responsible manager. This is delegated to the Teachers, Teaching Assistants and other nominated staff. All first aid provision is arranged and managed in accordance with EA/CCMS guidelines.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## PURPOSE

The purpose of first aid is to ensure that any immediate danger and discomfort is alleviated. First aid is intended to be the minimum level of care, and any further diagnosis or extended care should be passed on to medical professionals. This policy aims to ensure that everyone concerned with first aid, whether practitioner or recipient, is kept safe.

## PRACTICE

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- The EA Accident Report Forms will be used for all incidents involving staff and pupils.
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them.

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to respond to initial individual staff and pupil needs.

## Qualified First Aid Staff

At St Brigid's Primary School, all staff, where possible, are trained biannually in First Aid.

All teaching assistants, Supervisors and some teachers also are trained in First Aid, these are:

### Retrained Aug 2018

- Miss M O'Doherty,
- Ms P Martin
- Mrs A Rafferty,
- Miss G McCloskey
- Mr P Divin,
- Mrs M McKinney,
- Mrs D Johnston,
- Mrs C McManus,
- Mrs P Doherty,
- Mrs I Wiley
- Mrs S McClean
- Mrs Kate Kyle
- Mrs K Curley

### To be trained Aug 2018

- Mrs D Donnelly
- Mrs S. O'Neill
- Mrs S. Edgar
- Mrs S. Scott
- Miss D. Glenn
- Mr G. Bonner
- Miss N. Armstrong
- Miss Gemma Carruthers

Staff will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections)/ completing reports.

The qualified first aider is someone who has been trained and holds a First Aid At Work certificated course.

## First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- Computer Suite
- Foundation Stage Play Area
- Nursery Class
- Special Classes
- Staffroom.
- All classrooms have a first aid kit for use both in class and on school trips

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every half term and request the Vice principal to restock as necessary.

The **DISABLED TOILET**, complete with sink and shower cubicle is designated as the first aid room for treatment, sickness and the administering of first aid where privacy or particular hygiene requirements are necessary.

## **Children With Illnesses**

A list of children with illnesses that may require first aid treatment is distributed to class teacher.

## **Hygiene Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## **Contact With Parents.**

Parents should be involved by class teacher or office staff in the event of an injury being sustained and first aid being administered. In the case of a bump to the head, is **ESSENTIAL** that parents are contacted immediately or other named relative and asked to come to the school to see their child.

## **Emergency Arrangements**

In the event of an accident, the first aid person is administer first aid in line with their training and inform the class teacher or Principal. :

Following their assessment of the injured person, they are to administer appropriate first aid and, in consultation with the Principal / Vice principal, call an ambulance.

A balanced judgement is made as to whether there is a requirement to call an ambulance.

The Principal or the Vice Principal will call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aid person is unsure of the severity of the injuries
- Whenever the first aid person is unsure of the correct treatment

In the event of an accident involving a child, it is our policy to always notify parents of their child's accident if it:

- requires attendance at hospital
- is considered to be a serious (more than a minor) injury

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message or send a text should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left or text sent, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aid person, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aid person/appointed person/another member of teaching staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **Records**

All accidents requiring first aid treatment are to be recorded on E.A Accident Report Form with (at least) the following information:

- Name of injured person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- Name of the qualified first aid person

### Administration of Medicines

- ❑ Parents should inform teachers of any medical condition, affecting their child, which may require medication.
- ❑ In exceptional circumstances a teacher or classroom assistant will supervise children taking medicine when parents have made a written request and provided written instructions, both of which are signed by the parent. Teachers may not administer medication to children.
- ❑ In emergency situations, where parents cannot be contacted immediately, the school will take whatever action is deemed appropriate.
- ❑ Parents will always be informed if any treatment is given to their child.
- ❑ Children should not, under any circumstances keep medicines in their possession in school. (e.g. paracetamol, anti-biotics)
- ❑ Asthma Protocol should be signed at the beginning of each year.
- ❑ Parents should instruct children in the safe use and storage of inhalers.
- ❑ Where necessary, teachers will provide secure storage for children's inhalers on a daily basis.