

# St. Mary's Primary School



## First Aid Policy

Date ratified by Board of Governors: March 2020

School Address: 191 Derrytrasna Road, Derrytrasna, BT66 6NR

## Policy Statement

The Principal and Board of Governors of St Mary's 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 Mary's 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 SELB procedure for reporting accidents.

Date \_\_\_\_\_

Signed: \_\_\_\_\_

Gerard Smyth

(Chairperson of Board of Governors)

## **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 are -

- A First Aid Policy is in place
- Designated First Aiders are trained (every three years) and appointed roles and responsibilities
- All accidents are recorded
- When appropriate an accident report form is completed and forwarded to the Education Authority.
- Basic First Aid resources to administer First Aid are available
- First Aiders are delegated the task of checking and refilling the First Aid boxes as required
- First Aid boxes contain the Health and Safety Executive (HSE) recommended contents
- First Aid Awareness/Training for employees are reviewed annually and records maintained
- Procedures for managing accidents in school are in place and displayed on a notice board
- All members of staff know who the First Aid Personnel are for the school and how to contact them
- Principal in collaboration with the designated First Aiders undertake a risk assessment of the First Aid requirements of the School and review on a regular basis

- The information from the risk assessment of First Aid requirements is used to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs)
- There is a written procedure (AM2 Form) for the administration of prescribed medicines
- Notify parent/guardian that first aid treatment was given to the pupil and records kept
- The school has an Educational Visits Policy (including end of year/term and residential trips) which includes details of First Aid and Risk Assessments holidays.

### **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kit in the School is:

### ***In the Staffroom***

#### **A standard First Aid Kit will contain the following items:**

Leaflet giving general advice on First Aid. First Aid boxes contain the Health and Safety Executive (HSE) recommended contents.

- 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 the First Aid Team and recorded in the First Aid Book by **Mr Ivan Lavery & Mrs Breedge Chambers**.

St Mary's First Aiders are: **Mr Ivan Lavery & Mrs Breedge Chambers.**

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

### **Information on First Aid Arrangements**

Within the school there are:

- Arrangements for recording and reporting of accidents
- Qualified Staff who oversee First Aid
- First Aid Kits are located in the Staffroom
- A Defibrillator hangs on the wall outside the General Office which is checked weekly
- An Information Chart showing guidance on infection control in schools (HSE Public Health Agency) is displayed on the school Parent Notice Board and Staff Notice Board
- It is the intention that the appropriate number of staff will receive First Aid Training on a regular basis
- All members of staff are aware of the School's First Aid Policy
- Trained Staff will administer Emergency First Aid when necessary

Parent/guardians are contacted when a child is sick or gets injured in school with the view to getting the child home. However, if such action would appear to be inappropriate, in so far as, the delay could increase the risk to the child involved; the school will seek emergency medical help first (999/112) to avoid any delays in the treatment needed.

### **Accidents involving a bump to the 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. If a pupil receives a bump to the head: the parent/guardian of that pupil will be contacted as soon as possible

### **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.

### **Administration of Medicines - Policy and Procedures**

- Pupils are encouraged to remain at home when they are sick and on medication for that particular sickness.
- However, if a pupil is on permanent medication daily or has to carry inhalers, **a signed, written note by the parent/guardian stating the type of medication and how often it has to be taken** must be brought into school by that parent/guardian to the class teacher. (See Form attached).
- Supervision of medication of the above can only be done if the parent/guardian is in contact personally with the class teacher (see AM2 Form attached).
- Emergency Medicines e.g. EpiPens are administered within the Care Plan of the child in question.