



# First Aid Policy



*June 2017*

## **Vision Statement:**

**'We work together, We play together, We pray together.'**

## **Mission Statement**

In St Patrick's we aim to provide an education rooted in the Catholic Faith that helps everyone reach their full potential. We endeavour to provide our pupils with the opportunity to obtain the skills necessary for their futures. We will provide them with a safe, caring and happy school in which they are all valued as individuals and where their academic, emotional, physical and spiritual needs are nurtured in a family atmosphere.

## **Aims:**

- A broad and balanced curriculum which will provide learning opportunities for each young person to develop as:
  1. an individual
  2. a contributor to society; and
  3. a contributor to the economy and the environment.
- An awareness of his/her own talents, skills and abilities
- A lively and enquiring mind, the ability to question and make informed decisions
- A love of learning, a knowledge of how to learn and the motivation to produce his/her best
- Effective communication between all members of the school community
- An awareness of the immediate environment and an attitude which leads to self-discipline, independence, courtesy, good manners and respect for everyone
- A knowledge and understanding of the wider world in which we live, of the interdependence of individuals, groups and nations and a tolerance of other religions and ways of life.

The staff, pupils, parents and governors are fully committed to the aims of St Patrick's and have a strong sense of loyalty to the school. Parents and staff work well together in partnership in the children's education. Parents are welcome in school and are given clear information about their children's progress, the school's curriculum and the day-to-day organisation of the school. Parents' views are taken into account in the School Development Plan.

## **Policy Statement**

The Principal and Board of Governors of St. Patrick'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 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.

Signed *M McGrath*

(Principal)

Date: *14<sup>th</sup> June 2017*

Signed *P Bohill*

(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 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 and forward relevant information to the EA where appropriate using the School's Accident File (located in the Secretary's Office);
- 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 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.

**St Patrick's Primary School has a separate policy for the Administration of Medicines in school.**

All new staff are given a copy of this policy when they are appointed. It is also provided to all Substitute teachers. As part of the induction process new staff are given details of the first aiders in school, shown how to record any first aid administered and shown where first aid supplies are stored.

## **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. First Aid kit is stored in the tidy drawers in Staffroom. There are also two mobile first aid kits that can be taken on school trips (Also stored in staffroom).

Basic hygiene procedures must be followed by staff. Single use disposable glove must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment.

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

(At least)

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

4 ice packs kept in freezer in staffroom

6 ice pack covers

Quantity of disposable gloves

The contents of the kit will be checked on a regular basis i.e. on the first day of each Half Term by **Mrs Sealey**.

The School First Aider(s) is/are:

- *Mrs Sealey (Heartstart)*
- *Mrs Mullan (School Secretary)*
- *Mrs Kernan*
- *Mrs McDowell*
- *Mr McGrath(Heartstart)*
- *Mrs McCartan (Heartstart)*

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. All teachers will check medical information of their class or the pupils going off site and ensure relevant first aid/medical equipment is also brought in a separate bag, e.g. inhalers, Epi Pens.

## **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 Kit.

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 Kit.

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.

## **Accident and Injury Reporting**

All accidents or injuries that have required first aid treatment to be administered **MUST** be recorded in the accident file.

An accident report form must be completed for each separate incident or injury detailing the name of the child involved, date accident happened, where incident took place, nature of the injury, how it happened and treatment administered. Each form must be signed by member of staff who administered the first aid.

A copy of the form is retained by the school in the accident file and a copy sent home with the injured pupil in their school bag.

The accident report form should, where possible, be completed immediately after treatment being administered, or at the earliest possible convenient time thereafter.

The child's teacher should be informed of all accidents and injuries.

Parents/guardians will be informed of accidents/injuries via the form from the accident file. A sticker will be worn for any head injuries and if any first aid is deemed serious enough the parent/guardian will be contacted by phone or in person.

## **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.

Parents/guardians will be informed of all knocks or bumps to a pupil's head regardless of whether emergency treatment is required. Where possible this should be done in person or over the telephone. If this hasn't been possible then a note must be sent home (Appendix 1). A sticker will also be provided for the child to wear home from school informing parents they have bumped their head.

## **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/Designated Teacher may decide to transport the pupil to the hospital. Two adults will be present on all journeys to the hospital/home.

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.

## **Illness**

Any sick or ill children will be seen in the first instance by their class teacher. If felt necessary, a first aider can be contacted. The principal or vice principal will make the final decision on whether a child needs to be sent home. If it is felt necessary to send home a child, the parent or guardian will be contacted to make arrangements for collection.

A child who has been physically sick should be kept at home for at least 24 hours.

## **Educational Visits**

- Before undertaking an educational visit or class trip teachers should complete a risk assessment form of their destination.
- Adequate first aid equipment must be brought and carried. There are two mobile first aid kits available in the staffroom. These kits should be checked well before the date of visit to ensure they are adequately stocked.
- Make a list of all children who need medication.
- All those children who require inhalers or epi-pens should bring their medication or inhaler with their name on it. Depending on age of children this will be kept by the member of staff with their group or by the child themselves.
- A list of contact numbers for all children on the trip should be printed and brought by the teacher in charge.
- Staff may use their own mobile phones to contact parents in case of emergency, or contact school to do so.
- Be prepared for travel sickness and sit any children likely to be travel sick near the front of bus.
- Follow the schools normal first aid procedures as outlined previously in this policy.

### **Physical Education**

All asthma inhalers should be taken with children to PE lesson. If an accident occurs, the pupil should be assessed by the teacher in charge and sent to a qualified first aider, if required. The incident should be recorded in the normal manner. A mobile first aid kit is available from the staffroom.

# APPENDIX 1



Dear Parent/Guardian

Your child \_\_\_\_\_ received a bump on their head while at school today. The injury occurred as follows:


A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms

Yours sincerely  
Class Teacher:

Date: