

Carr's Glen Primary School



First Aid Policy

Rationale

In accordance with the Health and Safety Regulations (First Aid) 1982, the staff of Carr's Glen Primary School will abide by the following policy in situations where it is considered that first aid is required.

It is the policy of Carr's Glen to provide emergency first aid to any person who is within the premises and grounds or to any pupil or member of staff on an educational visit outside school.

Procedure

At least one member of staff will be recognized as a qualified first aider and will hold a first aid certificate that will be maintained on a regular three-year basis. The school will provide updated training for first aider/s who will brief other members of staff and update the first aid policy.

Members of staff will be given initial training in first aid techniques from a qualified body.

Two first aid kits will be maintained in the school, 1 in the North corridor and 1 in the south corridor. Each will contain materials recommended by the EA ~ Belfast guidelines on first aid. It will be the responsibility of the first aider to maintain these boxes but if supplies are low staff must notify the designated first-aider.

First Aid Kits will contain:

- Triangular bandages
- Large sterile dressing
- Medium sterile dressings
- Small sterile dressings
- Packs of sterile gauze swabs
- Sterile non-adherent absorbent dressings
- Surgical tape
- Blunt scissors
- Vinyl gloves
- Alcohol free antiseptic wipes
- Plasters

In all first aid situations, the first teacher on the scene will administer immediate first aid or take the child to the designated accident duty

person. Assistance from the qualified first aider will be sought as necessary.

Superficial injuries, such as bumps, scratches and grazes, occur regularly in all children as part of normal play. Where the child is cleaned up and judged to require no further attention but is fit and happy enough to remain in school the child, or teacher, will inform his/her parents of what happened and the treatment given (washing, plaster, etc). In the case of younger children, the teacher will endeavour to inform parents about any first aid administered. If there is any concern about the injury, the school will contact the parents.

When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of safely.

Parents will be asked permission at the beginning of each school year if, when needed, the first aider has permission to use non-alcoholic wipes and hypoallergenic plasters. Parents will also be consulted annually about medical conditions relating to their children's school life. Details relating to first aid will be made known to staff and for the more serious conditions the children's pictures will be displayed in the staffroom.

Any incident that is believed to have involved;
a knock to the head
a wrist, hand or foot injury
a possible/potential bone breakage
will be reported to the child's parents without delay.

Accident forms will be completed by staff for serious cuts, bumps and grazes and forwarded to the designated first-aider

The principal and/or designated first aider will be informed of any serious injuries and an accident report form will be completed and forwarded to EA ~ Belfast when needed.

Anaphylaxis

Epi-pens

- Designated first aiders and/or relevant teaching staff will receive training in the use of epi-pens annually, or when training becomes available.

- Staff will be informed regarding children who have been provided with Epi-Pens.
- Epi-Pens will be kept by the class teacher. Each child should have 2 Epi-pens in school.

Diabetes

- Designated first aiders and/or relevant teaching staff will receive training on how to cater for children with diabetes.
- All diabetics will have a specific action plan displayed in their classroom and in the staffroom.
- Staff will be informed of children who have diabetes.

Epilepsy

- Designated first aiders and/or relevant teaching staff will receive training on how to cater for children with epilepsy.
- All epileptics will have a specific action plan displayed in their classroom and in the staffroom.
- Staff will be informed regarding children who have epilepsy.

Asthma

- Staff will be informed of any asthmatics in their classes annually.
- Children will be encouraged to have their reliever inhalers (usually blue) in their school bags in case of an attack at school. Their inhalers should have their name clearly labelled on them.
- Advice on Asthma procedures will be displayed in the staffroom.

Prescribed medication policy

- If a child needs to receive medication during school hours the parent will complete a pro-forma and return this to their class teacher. If the teacher does not wish to give the medication, then the matter will be passed on to the designated first aider or the principal.

(There is no contractual requirement to administer medicines.)