

## First Aid Policy

**Policy Date: March 2024**

### **Policy Statement**

The Principal and Board of Governors of Milltown Primary School recognise their responsibility and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff recognises their duty to abide by the EA procedure for reporting accidents.

### **Introduction**

First Aid, as the name suggests, 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,
- in the event of serious accidents, obtain medical assistance or refer the casualty to hospital as quickly as possible.

### **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 employees;
- Report and record accidents using the relevant form to the EA;
- 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;
- Arrange for staff to receive training in relation to children with particular needs (e.g. Centralised Health Awareness training);
- 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;
- Notify parent/guardian that first aid treatment was given to the child.

The school has separate policies for Administration of Medicine and Critical Incidents.

### **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. Basic hygiene procedures must be followed by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment.

### **Arrangements for First Aid**

First Aid facilities are available in the Staffroom:

- First Aid Kits
- Icepacks
- Mouth Injury Kit

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

Leaflet giving general advice on First Aid

20 individually wrapped sterile adhesive dressings assorted sizes

6 medium wound dressings

4 triangular bandages

2 large wound dressings

2 sterile eye pads

3 extra-large wound dressings

6 safety pins

1 pair of disposable gloves

1 pair tough cut scissors

The contents of the First Aid Kit will be checked, on a regular basis, by the First Aiders Mrs Wilson and Mrs Hazley and arrangements made to replace used items.

Parents are asked to give consent to the use of sticking plasters and assistance with Intimate Care.

The following members of staff have had First Aid training:

- Mrs Wilson
- Mrs Hazley

Members of staff also receive training Centralised Health Awareness training in relation to particular medical needs of pupils.

### **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. 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 48 hours from the last occurrence of vomiting. (Public Health Agency Guidelines)

### **Educational Visits**

Before undertaking any off-site activities, the class teacher should check the level of first aid provision available at the location of the visit. An assessment of what level of first aid provision is needed should be carried out and a travelling first aid kit should be taken if necessary.

Arrangements will be made to take specific medicines / Medical Care Plans as appropriate.

### **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 Kits

All members of staff will be made aware of the First Aid policy.

### **Roles and Responsibilities**

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive/ Education Authority as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

- To ensure first aid boxes are re-stocked as required.

### **Accident and Injury Reporting**

- Accidents or injuries that require treatment by a first aider **MUST** be recorded using Appendix 1 for general first aid or Appendix 2 for head injuries. The first aider should detail the name of the child involved, the date the accident happened, where the incident took place, the nature of the injury, how it happened, and treatment administered. Each form must be signed by the member of staff who administered the first aid.
- A copy of the form is retained by the school in the black folder in the staffroom and a copy sent home with the pupil injured in their school bag.
- Appendix 1 or 2 form should, where possible, be completed immediately after treatment has been 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 Appendix 1 or 2. If any first aid is deemed serious enough, the parent/guardian will be contacted by phone or in person.

### **Accidents involving bumps to the head**

Staff is guided by the following DE advice:

- Concussion and Second Impact Syndrome (Nov 2013) and
- Concussion - Informing the school. Advice for Parents (Circular 2015/07).

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. Advice to parents about monitoring head injuries is included in Appendix 2.

### **Transport to hospital**

Where the injury requires urgent medical attention, an ambulance will be called and the pupil's parent, or other designated emergency contact, will be notified and called to take over responsibility. A member of staff will accompany the child in the ambulance if the parent /guardian has not arrived. 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

### **Automated External Defibrillator (AED)**

An AED is a safe, easy to use, very effective, compact, portable device which is designed to be used by lay persons to deliver a high energy electric shock to a victim of Sudden Cardiac Arrest (SCA). It automatically diagnoses the heart rhythm and determines if a shock is needed. The machine guides the operator through the process by verbal instructions and visual prompts, which are helpful for responders who are hard of hearing or are operating in noisy environments. They are safe and will not allow a shock to be given unless the heart's rhythm requires it.

### **Placement**

An AED is stored in the staffroom.

### **AED Procedure**

When responding to SCA incidents and intervening with an AED the following steps should be taken:

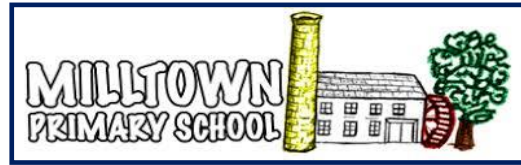
1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others.
2. Confirm unresponsiveness.
3. Activate system:
  - a. At any public phone or mobile call 999 and alert them to the emergency and location of unconscious person.
  - b. A staff member will assign someone to retrieve AED and meet responder at scene of emergency.
  - c. A staff member will assign someone to wait at school entrance to direct emergency services to the victim's location.
4. Responder will immediately commence CPR prior to the arrival of the AED.
5. Follow operating instructions for AED.
6. Continue with CPR and AED until either victim regains consciousness, or the emergency services arrive.

Mrs Wilson and Mrs Hazley (school first aiders) will be responsible for checking the AED on a regular basis, to ensure that it is ready for use at any time.

### **Training**

An AED can be used safely and effectively without previous training, and there may be times when trained members of staff are not immediately available to respond to a SCA. Provided a person is willing to use the AED they will not be prohibited from doing so.

**Appendix 1**



**Administration of First-Aid**

Dear Parent/ Guardian

Your child \_\_\_\_\_ received first-aid today whilst attending school.

Brief description of how injury occurred:    Date: \_\_\_/\_\_\_/\_\_\_    Time: \_\_\_\_\_

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A School First-Aider ( \_\_\_\_\_ ) assessed your child.

The following action was taken:

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Yours faithfully

If you require any further information, please do not hesitate to contact the school.

If symptoms get worse seek professional medical advice.

## Appendix 2



## Head Injury

Dear Parent/ Guardian

Your child \_\_\_\_\_ received a bump on their head today whilst attending School.

Brief description of how head injury occurred.

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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
- Clumsiness, 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 faithfully