

St Columba's P.S Newbuildings



First Aid Policy

Reviewed by Staff November 2018
Ratified by BOG January 2019
Review Date: October 2021

Policy statement

The Principal and Board of Governor of St Columba's PS accept their responsibility under the Health and Safety (First Aid) Regulations (NI) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors to the school.

The staff of St Columba's PS recognise their statutory duty to comply with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations NI 1997 and agree to abide by the EA procedures for reporting accidents.

Introduction

First aid is the "*initial assistance or treatment given to someone who is injured or suddenly taken ill*" (The Joint First Aid Manual 8th 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 BOG to approve, implement and review the First Aid Policy
- Place individual duties on all employees
- Report and record accidents using the appropriate EA form
- Record all occasions where First Aid is administered to employees, pupils and visitors using the schools incident record sheet (Appendix 1)
- 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 First Aid Requirements of the school and ensure it is regularly reviewed.
- Use the information on the Risk Assessment to determine the number and level of trained staff and also any additional requirement (e.g. training for those with specific medical needs e.g. diabetes, epi-pen, allergies etc.)

- Notify parents/guardians of any first aid administered to their child

Arrangements for First Aid

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

- One First Aid Kit for trips and Outings (centrally stored)
- First Aid locked cabinet in the Secretary's Office

A standard First Aid Kit will contain the following items:

- Leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings in assorted sizes
- Triangular bandages
- Sterile eye pads
- Safety pins
- Medium wound dressings
- Large wound dressings
- Extra-large wound dressings
- Disposable gloves

The contents of the kit will be checked on a regular basis by Ms Sharon Henry and Mrs Caroline Callan.

The School First Aider is Ms Sharon Henry.

Before undertaking any off site activities, the level of First Aid provision will be assessed by the Principal and Ms Henry and at least one first aid kit will be taken with the group.

Information on First Aid Arrangements

The principal will inform all employees at the school of the following:

- The arrangements for recording and reporting incidents
- The arrangements for First Aid
- Those employees who are qualified First Aiders
- The location of the First Aid kits

In addition, the Principal will ensure that signs are displayed throughout the school providing the names of employees with First Aid Qualifications.

All member 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.**

Accidents Involving Bumps to a Pupils Head

The consequences of an injury from an accident involving a bump or blow to the head is not always evident immediately and the effects may only become noticeable after a period of time. When children receive a bump to the head regardless of the impact parent are **always** informed immediately in keeping with DE Guidelines for concussion. This ensures parents are informed directly first hand and are aware of this when the child returns home from school/ childcare/ after-schools club. Parents are also given the chance to consider if they would like to collect their children from school as a precautionary measure

Transport to hospital or home

The Principal will determine the appropriate action to be taken in each individual case. Where the injury requires urgent medical attention, an ambulance will be called and the pupils parent/ guardian will be notified. If hospital treatment is required, then the pupils parent/ guardian will be called to take responsibility. If contact with the parent cannot be made then the Principal may decide to accompany the child to hospital "in loco parentis".

Where arrangements are made to transport a child to hospital the following points will be adhered to:

- Only staff cars with relevant transportation insurance will be used
- No individual will be alone with a pupil in a vehicle
- A second member of staff will be present to provide supervision of the injured pupil