

ST TERESA'S PRIMARY SCHOOL

FIRST AID POLICY

1. Policy Statement

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

2. 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 the situation and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

3. 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 using relevant form to the EA;
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements 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 (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

4. Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are: -

- (i) Medical Room
- (ii) After School Club
- (iii) School Kitchen

5. 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

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 at least on a half-termly basis by the first aid staff.

The following staff members have received “First Aid At Work” training from Emergency Medical Supplies;

Mrs Helen Finnegan (Nov 2017)

Miss Terry-Louise Boyle (Nov 2017)

Miss Nicola Kennedy (Nov 2018)

(Miss Kennedy is to undergo a First Aid Refresher in September 2018)

Before undertaking any off site activities, the level of first aid provision will be assessed by the class teacher and/or a First Aider and at least one First Aid Kit will be taken along.

6. 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.

7. 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.

On all occasions of a bump to the head, the child's parent/carer will be notified.

8. 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/carer will be notified. If hospital treatment is required, then the pupil's parent/carer will be called for them to take over responsibility. If no contact can be made with parent/carer or other designated 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.