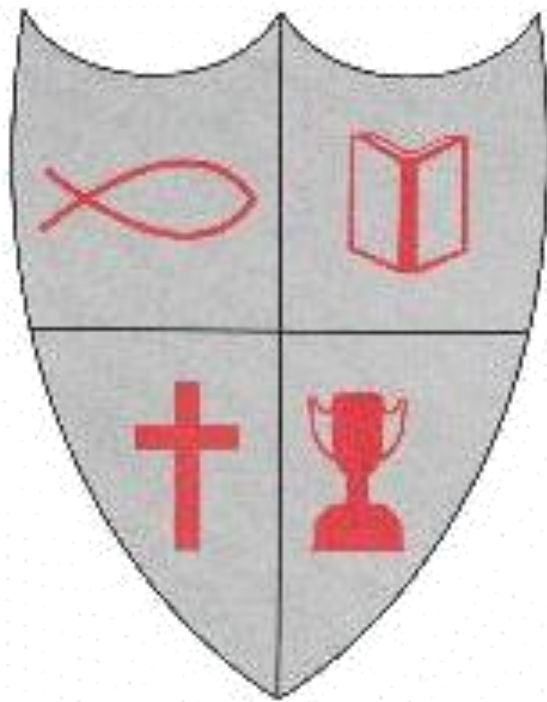


Aughnacloy Primary School



First Aid Policy

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Policy Statement

The Principal and Board of Governors of Aughnacloy 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 Aughnacloy 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.

Article 24 (health and health services)

"Every child has the right to the best possible health..."

Article 27(adequate standard of living)

"Every child has the right to a standard of living that is good enough to meet their physical, social and mental needs..."

Signed _____
(Principal)

Date _____

Signed _____
(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 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from 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 arrangement for providing First Aid will:-

- ✓ Place a duty on the Principal and Board of Governors to improve, implement and review the First Aid Policy
- ✓ Place individual duties on all employees
- ✓ Report and record accidents using relevant form to EA
- ✓ Record occasions when First Aid is administered to employees, pupils and visitors using an accident report duplicate book.
- ✓ Provide equipment and materials to provide First Aid treatment
- ✓ Make arrangements with SELB CASS 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

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 School are:-

- The staff room
- The disabled toilet

All relevant class teachers are provided with an up to date register of medical needs and medication for the children in their own class.

A standard First Aid Kit will provide the following items:

- ❖ Leaflet giving general advice on First Aid
- ❖ 20 individually wrapped sterile adhesive dressings assorted sizes
- ❖ 4 triangular bandaged
- ❖ 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 on a regular basis by Mr Mills/Mrs Clarke

The School First Aiders are

Mr Mills
Mrs Millar
Mrs Donaldson
Mr Graham

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.

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

In addition the Principal will ensure that signs are displayed throughout the school providing the following information:-

- The names of employees with First Aid qualification
- Location of the First Aid Box

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.

Accidents involving bumps to a pupil's head

The consequence of an injury from an accident involving a bump or a blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. **After assessing the situation parents will be informed about a head injury immediately.**

Where emergency treatment is not required an accident slip will be sent home to the parent guardian, a copy of which will be retained by school.

Recording of incidents

An incident report slip will be filled in by the class teacher. A copy of the incident report slip will be sent home and a carbonised copy will be retained in school.

Transport to hospital or home

The Principal will determine the appropriate action to be taken in each case. Where injury requires urgent medical attention an ambulance will be called and the pupil's parent/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 the parent/guardian or other designated emergency contacts then the Principal may decide to transport the pupil to the hospital accompanied by another member of staff.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transport will be used
- No individual member of staff will be alone with a pupil in a vehicle
- A second member of staff will be present to provide supervision of the injured pupil

March 2022