

December 2023

Review Date: December 2025

# STRAIDBILLY PRIMARY SCHOOL



## FIRST AID POLICY

**Ratified by Board of Governors: December 2023**

**Review Date: December 2025**

## **Policy Statement**

The Principal and Board of Governors of Straidbilly 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 Straidbilly Primary School recognise their duty to comply with the Reporting of Injuries, diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the EA procedure 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 11<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, 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 Board of Governors to approve, implement and review the First Aid policy
- Place individual duties and responsibilities on all employees
- Report and record accidents using the relevant forms to the Education Authority
- Record all occasions when First Aid is administered to employees, pupils and visitors
- Provide equipment and materials to provide First Aid treatment
- Plan with EA/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 needs)
- Notify parent/guardian that first aid treatment was given to the child.

## **Aim of policy**

- Gives clear structures and guidelines to all staff & parents regarding all areas of first aid and medicines
- Clearly defines the responsibilities of the staff
- Enables staff to see where their responsibilities end
- Ensures the safe use and storage of medicines in the school
- Ensures good first aid cover is available in the school and on educational visits
- Has safety as its priority - safety for the children and adults receiving first aid or medicines and safety for the adults who administer first aid or medicines.

### **Teachers & Classroom Assistants responsible for First Aid:**

Mr George  
Mrs Ramsey  
Mrs Jean Campbell,  
Mrs Laura Elliott  
Mrs Emma Leer  
Mrs Zara Barr  
Mrs Marian McMullan

All the above-mentioned staff received First Aid Training by BISP on **04<sup>th</sup> January 2023** which remains valid for three years until **04<sup>th</sup> January 2026**.

A list of the trained staff is on display in the staff room.

### **First Aid Policy Guidelines**

#### **Arrangements for First Aid and Illness**

- Children who feel unwell should be dealt with by their class teacher or supervisor initially.
- The monitoring of unwell children will be the responsibility of the class teacher or First Aider.
- The decision to send unwell children home will be the responsibility of the First Aider or the Principal.
- First Aid kits and equipment are located in the Staff Room. A first aid box containing equipment for cleaning small cuts, grazes will be taken outside at break and lunch time by the classroom assistants on duty.
- A First Aid kit will always be taken with a group to any off-site activity.

#### **Contents of First Aid Box**

- General first aid advice leaflet
- Non-alcoholic wipes
- 20 individually wrapped sterile adhesive dressings – assorted sizes
- 4 triangular bandages and 6 safety pins
- 2 sterile eye pads
- 6 medium wound dressings, 2 large wound dressings and 3 extra large
- 4 pairs of disposable gloves

#### **Accident Procedures**

- The injured person will be sent to the First Aider if necessary.
- The First Aider will apply first aid in the first instance. If the First Aider believes hospital treatment is required, that person will:
  - arrange for the emergency services (999) to be summoned
  - arrange for parents to be informed.

If the First Aider/Principal feels further check-up or medical assistance is necessary, parents will be contacted and advised to seek further medical advice.

#### **Incident/Illness Report Book**

All accidents will be fully recorded in the Incident/Illness Report Book (located in staffroom) by the person who initially dealt with the incident. Parents will be informed by the School Secretary, the class teacher, the principal or by a report form.

These are duplicate copies, with one copy going home to parents/guardians and one copy remaining in school.

More serious incidents/accidents will be reported on the 'EA Online Accident Reporting Portal'.

### **Cuts and grazes**

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with either water or a non-alcoholic wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Parents have been asked to give consent for a hypo-allergenic plaster to be applied if necessary. Children who are allergic to plasters will be given an alternative dressing. A cool-pack may be applied to the injury site to assist with swelling/pain.

Any staff member can treat more severe cuts, but a fully trained first aider must attend the patient to assist and offer advice.

**ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.** All blood waste and used gloves should be disposed of in the staff toilets, in the closed container.

If a member of staff cannot ascertain the degree or severity of an injury for eg bone injury/head injury, the child's parent/guardian will be called and all information relating to the incident relayed to them. It will be the responsibility of the parent/guardian to decide the course of action.

### **Bumped heads**

**Any bump to the head, no matter how minor is treated as serious.** The consequence of an injury 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. Parents and guardians will be informed by telephone with the recommendation that the parent or another adult of their choice comes to the school to assess the child. Staff should indicate that the parent may wish to remove the child for further observation/examination. The child's teacher should be informed and a close eye should be kept on the child until the parent arrives. **It is the parent's decision** as to what course of action he/she takes with regard to the child's injury - this decision must be recorded in the Incident/Illness Report Book e.g. 'Parent took child' or 'Parent was happy for child to remain in school'.

### **Serious Medical Conditions**

At the beginning of each academic year, all medical issues are shared with staff and a list of children and their conditions is kept on file. New photographs and signs are made of children with severe medical problems. These signs / notices are displayed;

1. In the staff room
2. In the school kitchen (if necessary)
3. In the office
4. Teacher's Desktop Folder

### **Care Plans**

Where individual Care plans have been drawn up the school Nursing Team, staff will put in place the procedures outlined as and when appropriate.

The pupils named below have existing care plans:

EpiPens are kept centrally in the office. Each child's EpiPen is kept in a box with a lid clearly marked with the child's name. All staff are aware of the location of the box. Staff (who volunteer) receive training on the use of EpiPens. This is usually the Principal and the child's class teacher.

### **Head Lice**

Staff will not touch children and examine them for headlice. It is the responsibility of parents/guardians to monitor their children for headlice and treat if necessary. Parents will be alerted if a case of head lice has been reported. If there are persistent reoccurrences of head lice in a particular class, the principal may write a letter to the parents outlining some of the recommended advice from the School Nurse. Parents will be made aware of head lice being present in the school via the newsletter.

### **Calling the Emergency Services**

In the case of major accidents, it is the decision of the person first to the scene of the accident if the emergency services are to be called. Staff are expected to support and assist the first aider.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened, e.g. Severe Anaphylactic Shock
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of staff should remain on the telephone and despatch another to wait by the school gate and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and give all the information required. This will likely be made from a member of staff's mobile phone as the school phone will be used to communicate with medical services. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located on SIMS.

### **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 ambulance will be called and the pupil's parent/guardian will be contacted. Medical teams and parents/guardians will take over responsibility on arrival.

If no contact can be made with a parent or guardian or other emergency contacts as specified by the parents, then the principal may decide to transport the pupil to hospital.

In such cases, we will endeavour to adhere to the following points: -

- 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 child requiring treatment.

### **Infection Control**

- If a child contracts an infection, staff will consult the HSE Guidance on Infection Control for recommendations pertaining to child's presence or absence in school. Parents should act on the advice given and consult their doctor for confirmation.

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- Sick children **should not** be sent to school. Children should remain at home for 48 hours following the last bout of vomiting/diarrhoea to ensure the infection is not spread. Children who present as ill in school will be sent home.

### **Monitoring, Evaluating and Reviewing**

Straidbilly Primary School's First Aid Policy will be monitored by the principal and will be reviewed and updated as required every two years.