St Macartan’s

Primary School



First Aid Policy

**Policy Statement**

The Principal and Board of Governors of St Macartan’s Primary School, Clogher 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 Saint Macartan’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 EANI 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 conditions and where possible 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;
* Report and record accidents using the relevant forms to the EASR
* 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 EASR to provide First Aid training to employees and 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 the School are:

* Secretary’s Office
* Staffroom
* Mobile Classroom

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

* A Leaflet giving general advice on First Aid
* 20 individually wrapped sterile adhesive dressings in assorted sizes
* 4 triangular bandages
* 2 sterile eye pads
* 6 safety pins
* 6 medium 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:

* Mrs Karen Mc Ginn
* Mrs Jennifer Donaldson

The First Aiders are

* Mrs Karen Mc Ginn
* Mrs Jennifer Donaldson

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 qualifications
* Location of the First Aid Box

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

**Accidents involving bumps to a Pupil’s head**

The consequences of an injury from an accident involving a bump or blow to a pupil’s head are not always evident immediately and the effects may only become noticeable after a period of time.

Parents/guardians will be informed of all knocks or bumps to a pupil’s head regardless of whether emergency treatment is required. Where possible this should be done in person or over the telephone. If this hasn’t been possible then a note must be sent home.

**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 or Guardian will be notified. If hospital/pharmaceutical treatment is required then the Pupil’s Parent/ Guardian will be called, if no contact can be made with Parent/Guardian or other designated emergency contacts, or if a situation requires treatment before a parent can come to school then the Principal may decide to transport the Pupil to the hospital/pharmacist. The welfare of the child is paramount at all times.

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

* No individual member of staff will be alone with the child in the vehicle
* A second member of staff will be present to provide supervision to the injured pupil

I bumped my head today

Dear Parents/Guardians,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bumped their head in school today. It happened at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Any other comment:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Head Injury Notification**

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
* Clumsy, 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

Karen Mc Ginn