



# **STRANMILLIS PRIMARY SCHOOL**

## **FIRST AID POLICY**

Date: November 2019

## **Policy Statement**

The Principal and Board of Governors of Stranmillis 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 Stranmillis 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 EA procedure for reporting accidents.

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 further danger, deal with any life threatening condition and, where necessary, obtain medical assistance or refer the casualty to hospital as quickly as possible.

## First Aid Provision

- All employees have a duty to provide appropriate care and support to our children.
- The school will ensure that at least two members of staff are provided with regular training to maintain their First Aid qualifications.
- Appropriate equipment and materials for First Aid are provided.
- On all occasions when First Aid is administered to employees, pupils and visitors a record should be kept and parents/guardians will be notified.
- As appropriate to the degree of injury, accidents should be reported to EA using relevant form.
- The Principal and Board of Governors will review the First Aid policy regularly.

## Arrangements for First Aid

The following members of staff are qualified First Aiders:

- **Mrs Ruth Westerhuis** (co-ordinator for Emergency Asthma inhalators, Emergency Adrenaline Auto-injectors and the Automated External Defibrillator and liaison with school health)
- **Miss Edith Cahoon** (joint co-ordinator for Emergency Asthma inhalators and Emergency Adrenaline Auto-injectors)
- **Mrs Nadine Liberante** (joint co-ordinator for Automated External Defibrillator)

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

The Main School:

- In corridor near music room
- Reception with Miss Cahoon

Mobile Classrooms:

- Above sink in both rooms

There are also 2 mobile first aid kits carried by:

- P5 – P7 Mrs Westerhuis
- P1 – P4 Mrs Liberante

Each playground also has a mobile first-aid kit for minor scratches etc.

There is also a first-aid kit for residential trips and one for day trips.

A standard First Aid Kit will contain the following items:

*A 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 on a regular basis by Mrs Westerhuis.

Before undertaking any off-site activities, the level of first aid provision will be assessed and at least one First Aid Kit will be taken along.

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 blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required an accident report will be sent home to the parent/guardian and they will be contacted by telephone, by either a first-aider or the class teacher.

### ***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 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 parent/guardian or other designated emergency 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.