

TOREAGH PRIMARY SCHOOL



FIRST AID POLICY

Date: January 2022

Review Date: January 2025

First Aid Policy

Introduction

This policy outlines our procedures for providing appropriate and adequate first aid to Toreagh Primary pupils, staff and visitors. It is set within the context of The Health & Safety (First Aid) Regulations (NI) 1987 Act. The policy will be reviewed on an annual basis.

Aims

- To ensure that first aid provision is available at all times while people are on school premises and also off the premises on school visits.
- To ensure that the whole school community is aware of first aid procedures.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To make the School's first aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Personnel

1. Principal

Miss Morrow is responsible for:

- Putting policy into practice
- Disseminating policy to staff, pupils, parents and governors
- Developing with the appointed person(s) detailed procedures
- Monitoring, evaluating and amending, if necessary, these procedures

2. Appointed person(s)

Mrs Wells: First Aid (Lead Teacher)

Miss Morrow: First Aid

Mrs Wells and Miss Morrow hold a 4-day first aid qualification which must be refreshed every 3 years.

All other teachers and staff are trained in Emergency First Aid, which must be renewed every 3 years.

Duties Include

- Taking charge when someone becomes ill or is injured, including calling an ambulance if required and ensuring someone is on hand to meet paramedics and guide them to the patient.
- Looking after the first-aid equipment, e.g. re-stocking first aid box.
- Ensuring that appropriate records are maintained and that EA reports for significant injuries are submitted as required.

Provide first aid as necessary in keeping with training.

- Give immediate help to casualties with common injuries or illnesses.
- Complete school injury form and notify class teacher re significant accident/illness to pass information onto parent where necessary

NB The legal ratio of first aiders is 1 for every 100 (or part of 100) pupils and an additional person. Therefore, Toreagh has 2 fully trained first aiders.

Equipment and Accommodation

At all times there will be available at least **3 First Aid boxes**, one held in the staffroom, one in the general office and one to take off site, school trips etc.

Pupil-Specific Medication: Stored in medical bag in each classroom.

The contents of kits will be checked on a regular basis by Mrs Wells and/or Miss Morrow.

Off-Site Activities

Before undertaking any off-site activities, the level of first aid provision will be assessed by the Principal. At least one First Aid Kit will be taken on all off site activities along with any individual pupil's medication such as inhalers, epi-pens etc.

Each teacher will ensure this is organised by consulting with the First Aiders when planning the excursion.

EXCEPTION: if pupils are participating in contact sports, in which case, a first aider should be provided by the event organiser.

At all times there must be a trained First Aider in school.

Hygiene/Infection Control

Staff will follow basic hygiene procedures. These will include the use of single use disposable gloves being worn when the treatment involves blood or other body fluids. At all times dressings or used equipment will be disposed of with care.

Accident Reporting

Accident Reporting guidelines set within the context of RIDDOR (NI) 1997 will be adhered to. NB These reporting procedures apply to significant incidents and not the less serious day-to-day accidents that are part and partial of everyday life in school. Nonetheless, records do need to be maintained for this more 'typical' type of incident, (refer to next section – Record keeping).

Record Keeping

Statutory Accident Records

The principal in conjunction with appointed person(s) will ensure that readily accessible injury/illness records are kept.

A record must be kept when first aid treatment is given by a first aider or appointed person.

The record will include:

- The date, time and place of incident
- The name and class of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately after?
- Name and signature of the first aider or person dealing with the incident

The Principal will have in place procedures for ensuring that parents are informed of significant incidents e. head injuries, broken bones

Informing Parents of Illness/Incidents/Injuries

Head-Bumps

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.

In the case of medium-severe bumps, parents **MUST** be informed immediately and either asked to collect their child or visit the school to assess the severity (as appropriate).

General First Aid

Where it has been necessary to administer basic first aid (not requiring immediate parental involvement) a school accident report form should be completed and parents informed after school.

Transport to hospital or home

The Principal/Mrs Wells will determine the appropriate action to be taken in each case. Where an 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 take over responsibility.

Appendices

Bump To The Head!



Date: _____

Dear Parent/Guardian

Your child _____ received a bump on the head today whilst at school.

Description of incident:

Your child was assessed at the time of the accident and although no problems were seen, we request that you observe your child for the next 24 hours for any of the following symptoms:

Unusual drowsiness

Severe headache

Blurred vision

Clumsy walking, staggering, dizziness

Change in behaviour / confusion

Nausea or repeated vomiting

Bleeding or fluid from ears or nose

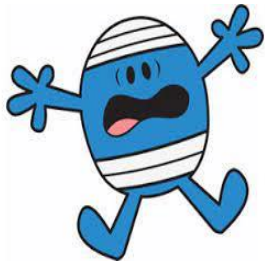
Slurred speech

If any of these signs develop, then you should contact your doctor or the nearest Accident and Emergency Department for further advice.

Yours sincerely,

Teacher

- A copy should be retained in school



ACCIDENT REPORT FORM

Child's Name	
Date of accident	
Time of accident	
Nature of injury	
Location of accident	
What was the child doing?	
Caregiver response and first aid	
Name of caregiver	
Additional Information	
Parent informed?	Yes or No
Name of parent contacted	
Who informed the parent?	
Time parent informed	
Other contacts/ actions	
Signed and dated	