

*Saints and Scholars Integrated
Primary School and Nursery
Unit*



First Aid Policy

Updated April 2020 Amended September 2020 to include PPE for COVID 19

Next review April 2023

Policy Statement

The Principal and Board of Governors of *Saints and Scholars Integrated Primary School and Nursery Unit* 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 Saints and Scholars Integrated Primary School and Nursery Unit 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.

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.

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 on all employees;
- Report and record accidents using relevant forms;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees and maintain records of training
- 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: -

- *The main office*

A standard First Aid Kit will contain the following items:

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 *C McCauley and J Macartney*

The School First Aider(s) are *all staff who completed training*

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

Small class size first kits will contain

4-5 pairs of disposable gloves

Wipes

A range of plasters

Resuscitation mask

Teachers and classroom assistants will monitor and check these on a regular basis

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;
- Their room number or extension number;
- 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.

First Aid and COVID 19

All staff must wear PPE when administering First Aid to a child. There is a First Pack with appropriate PPE in all classes. This pack should be taken to Leafy Hollow, The Trim Trail and outside for playtime

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 a 'Head Bump' letter will be sent home to the parent/guardian.

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.