

FIRST AID POLICY



Sacred Heart Primary School
Dundrum

(Updated 2019)

First Aid Policy

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DENI.

It is the responsibility of Sacred Heart P.S to provide adequate and appropriate First Aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

Aims

- To identify the First Aid needs of the school in line with the Management of Health and Safety at Work Regulations 2000.
- To ensure that provision is available at all times while people are on school premises, off the premises, whilst on school visits and on the journeys to and from school and for those pupils travelling in school arranged transport.

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 training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the School Website /Prospectus) of First Aid arrangements.
- To keep accident records and to report to the HSCNI as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors.

The Principal must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and in place. He should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Principal and Child Protection Teacher are responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the school's arrangements for First Aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme. The staff notice board displays important first aid details and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

The Appointed Person need not be a First Aider but should have undertaken emergency First Aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the First Aid equipment e.g. restocking the First Aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed a training course approved by the HSE, and will be updated every three years. He/She will:

- Be contacted to give immediate help to casualties if required during lesson time or break times (not lunchtime). Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the staff as soon as possible and the first aider will be contacted. A senior pupil will go to the office as previously stated.
- All incidents are to be recorded either in the Accident Book or Minor Incident Book, as appropriate.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff administering First Aid will follow necessary precautions.

Reporting

- The Principal or Teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or Minor Incident Book kept in the school reception area.
- Parents are to be informed of a head injury with the standard bumped head letter.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSCNI.

1. Involving employees or self employed people working on the premises.
2. Involving pupils and visitors

The Principal is responsible for ensuring this happens.

Record Keeping

When dealing with an incident, the First Aider must ensure that a record is kept of any First Aid treatment given. This should 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 afterwards
- name and signature of the first aider or person dealing with the incident

Accident and First Aid treatment records can be used to help the Senior Management team to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Board of Governors are informed of all accidents reported to HSCNI.

Administration of Drugs and Medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A note from the parent detailing the dosage and times when the medicine should be taken by the secretary / teacher on duty.

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a medical support plan which clearly details medication required, dosage and storage. It is the sole responsibility of parents to ensure that medicines/pens have not expired!

EPIPENS/J -Tex Pens:

The administering of pens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first.

First Aid boxes

First Aid Boxes are located in:

- The School Office
- The Kitchen Area

Sports First Aid equipment is located in the PE Store for off site visits. All emergency details for school visits will be provided and placed in this bag for outings.

First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves

No medicine/tablets are to be kept in the first aid boxes

APPENDIX 1

First Aiders:

Miss Anne Cunningham - First Aid at Work (3 day course)

Miss Marie King + Mrs Betty Hogg - Emergency First Aid.

APPENDIX 2.

Appointed person to contact Emergency Services: Principal/Any First Aider.

APPENDIX 3. Bumped Head Letter

HEAD INJURY

Dear Parent / Guardian

Your child received a bump on
the head today whilst at school atat (time)

Description of accident:

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A First Aider assessed your child. Although no problems were seen at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Unusual drowsiness
- Change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Sudden unconsciousness/unresponsiveness
- Slurred speech

CONTACT YOUR FAMILY DOCTOR OR THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS.