Sacred Heart P.S.

First Aid Policy

April 2023

Policy Statement

The Principal and Board of Governors of Sacred Heart P.S. 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 Sacred Heart P.S. 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 E.A. procedure 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 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 form to the E.A.
- 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 E.A. CASS to provide First Aid training to employees, maintain records or 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 those teachers who have pupils 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, equipment and facilities to provide First Aid. The location of the First Aid kits in the school are:

- School office.

A standard First Aid Kit will contain the following items:
Leaflet giving general advice on First Aid

- Individually wrapped sterile adhesive dressings, assorted sizes
- Triangular bandages
- Sterile eye pads
- Safety pins
- Medium wound dressings
- Extra large wound dressings
- Disposable gloves

The contents of the Kits will be checked on a regular basis by trained staff.

The school has several First Aiders. Several other teachers and classroom assistants have updated their first aid training. All staff have basic First Aid training every three years.

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 Kits

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.

When children receive a bump to the head, parents will be informed by phone and asked to consider if they might wish to collect their child from school as a precautionary measure.

Accident and Injury Reporting

All accidents should be recorded in the Accident Record Book (in main office) by the person who has the most knowledge of how the accident took place. Pupils will be given a slip which indicates how they have been hurt and the actions taken to attend to them. They will take this slip home to parents. All serious injuries should be reported to the Principal.

Children with Medical Needs

Children who may require adult assistance due to their allergies, that is, the possible use of an epi-pen for anaphylaxis or intervention for an illness such as haemophilia will be clearly identified to all adults in the school. Their medical plan will be easily accessible in their classroom, the school kitchen, the staffroom and the principal's office. Adults designated as First Aiders in the school will be fully familiar with the possible needs of these pupils.

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