

# Good Shepherd Primary & Nursery School

## First Aid Policy



UNCRC Article 24: You have the right to the best health care possible.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

(Chairperson of the Board of Governors)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

(Principal)

## **Policy Statement**

The Principal and Board of Governors of Good Shepherd Primary & Nursery 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 Good Shepherd Primary & Nursery 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.

## **Introduction**

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'* (The Joint First Aid Manual 8<sup>th</sup> 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/portal to the EA Legal Office;
- 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 EA Health and Safety to provide First Aid training to employees, maintain records of 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 (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

The School has a separate policy for the administration of medicines and critical incidents (currently being developed 2022-23)

### **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 is the school staff room and in each key stage area.

### **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
- large wound dressings
- extra large wound dressings
- pair of disposable gloves

Ice Packs are readily available from the staffroom fridge/freezer and are replenished regularly.

The school has a defibrillator located in the school office. Several members of staff have completed training on its use in August 2022. They include: Anne McKeever, Pauline Jordan, Catherine Quigley, Gemma Bradley, Dermott Herron, Rebecca Warne, Colleen Kyle, Roisin Connor, Brendan Doherty, Emma Donaghey, Aine Kivlehan & Suzann McCafferty. This training was provided by St. Johns Ambulance.

The contents of the Kits will be checked on a regular basis by Mrs S. McCafferty and Mrs A. McKeever.

## Meet Our First Aid Team

The School First Aider(s) are:

Mrs S. McCafferty

Mr D. Herron

Mr B. Doherty

Mrs A. Kivlehan



Mrs A. Kivlehan  
Foundation Stage



Mr B. Doherty  
Key Stage 1



Mr D. Herron  
Key Stage 2



Mrs S. McCafferty

### **The main duties of a first aider in school are:**

- To complete a training course approved by the Health and Safety Executive/ Education Authority as required
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary ensure that an ambulance or other professional medical help is called.

### **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 information/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 including (Accidents Involving Bumps to a Pupil's Head)**

The consequence of an injury from an accident (especially 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 phone call home to inform the parents/guardians will be arranged at the school office. In addition to this, in the event where a pupil has bumped his/her head, a member of staff will also contact the parent/guardian by phone or in person to let him/her know what has happened.

### **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 taxi services approved by the EA will be used to transport the pupil to the hospital;
- 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.

Illness Any sick or ill children will be seen in the first instance by their class teacher. If felt necessary, a first aider can be contacted. If it is felt necessary to send home a child, the parent/carer will be contacted to make arrangements for collection. A child who has been physically sick should be kept at home for at least 48 hours (Public Health Agency guidelines).

### **Covid 19**

If anyone becomes unwell with symptoms of Covid-19, they must be sent home and advised to follow the PHA guidance for households with possible coronavirus infection.

## **Educational Visits**

Before undertaking any off site activities, the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along. All teachers will check medical information of their class or the pupils going off site and ensure relevant first aid/medical equipment is also brought in a separate bag, e.g. inhalers, Epi Pens.

Roles and Responsibilities:

- Before undertaking an educational visit or class trip teachers should complete a risk assessment form of their destination
- Adequate first aid equipment must be brought and carried
- These kits should be checked well before the date of visit to ensure they are adequately stocked
- Staff should make a list of all children who need medication- this should also be detailed in the class files and on sims
- All those children who require inhalers or epi pens should bring their medication inhaler with their name on it. This will be kept by the member of staff with their group.
- A list of contact numbers for all children on the trip should be printed and brought by the teacher in charge
- Any children likely to be travel sick should be seated near the front of bus and a water tight plastic bag & wipes or tissues should be provided
- Travelsick children should be cared for by teacher or other school staff
- Follow the schools normal first aid procedures as outlined previously in this policy
- Staff should carry a mobile phone when on educational visits with children in case of an emergency.