



St. Ronan's Primary and Nursery School

# First Aid Policy

Signed \_\_\_\_\_ (Chair, BoG)

Date \_\_\_\_\_

Review October 2023

### **Policy Statement**

The Principal and Board of Governors of St. Ronan's Primary and 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 *St. Ronan's Primary and 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.

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 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 to the Education Authority (forms kept in Secretary's office);
- Record all occasions when First Aid is administered to employees, pupils and visitors (First Aid Book / Incident Book kept in Secretary's office);
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements 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.

### **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:

- *Main School Office*
- *Four communal areas of the school (two upstairs, two downstairs)*

### **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 Mrs Rice.

The School First Aider are Mr Shannon, Mrs McCaffrey, Mrs Markey and Mrs Rice.

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 individual pupil's medication such as inhalers, epipens etc.

### **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 First Aiders;
- Location of the First Aid Boxes.

All members of staff will be made aware of the School's First Aid policy.

#### **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 'Bump to the Head' letter will be sent home to the parent/guardian. A call to a parent / guardian will be made to explain the situation and to advise parents to monitor their child and to seek medical attention.

#### **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. In the case of a parent / guardian being unable to come immediately, the school will seek permission to transport the child to hospital.

## **SHORT TERM MEDICATION NEEDS**

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only, e.g. to finish a course of antibiotics or apply a lotion. This may also be the case if a pupil suffers regularly from acute pain, such as migraine. To allow pupils to take medication in school will minimise the time they need to be off school but medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The appropriate consent forms must be completed. These are available from the School Secretary.

Any member of staff giving medicine to a pupil should check:

- the pupil's name and date of birth;
- written instructions provided by parents or doctor;
- that the child has not already received medication;
- the prescribed dose;
- the expiry date; and
- route of administration.

'Administration of Medicines' Policy gives more detailed procedures and record keeping.

## **LONG TERM MEDICATION NEEDS**

Some pupils may have serious medical conditions, such as diabetes, epilepsy, severe allergies or asthma and may very rarely require a drug to be given in an emergency: e.g. anaphylaxis (adrenaline), acute asthma (inhaler). These drugs may be lifesaving. Other pupils may need regular prescribed medication. In these cases, there needs to be agreement with teachers as to who will administer them. An Individual Care Plan should be drawn up, involving the parents and relevant health professionals and the child should have sufficient understanding.

### **Monitoring and Review**

This policy will be reviewed by the BoG on a regular basis. Next review June 2021.

## 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
- Change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Unresponsiveness
- 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

✂

## Bump to the Head Letter

This is to certify that a 'Bump to the Head' letter has been given to the parent / guardian of:

Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_