

Kesh Primary School and Kesh Community Nursery



First Aid Policy

Reviewed in: November 2021

Ratified by the Board of Governors on: 18th November 2021

Next Review in: November 2024

First Aid Policy – Kesh Primary School

Policy Statement

The Principal and Board of Governors of Kesh Primary School and Community Nursery 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 Kesh Primary School and Community Nursery 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 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
- Report and record accidents using relevant form from the EA
- Record all occasions when First Aid is administered to employees, pupils and visitors
- Provide equipment and materials to deliver 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 for 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 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, equipment and facilities to provide First Aid. The location of the First Aid Kits in the school are in the Medical Room and outside the Year 3/4 Cloakroom doorway.

A Standard First Aid Kit should contain the following items:

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

The contents of the Kits will be checked on a regular basis by Mrs D Braddick

First Aiders

The school ensures that at least 2 members of staff have completed an intensive ‘First Aid at Work’ course.

The Principal, teaching and Classroom support staff are trained in preliminary First Aid Procedures.

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

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

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. When children receive a bump to the head, parents/guardians will be informed and encouraged to collect their child from school as a precautionary measure.

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/guardian will be notified. If hospital treatment is required, the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with the pupil's parent/guardian or other designated emergency contacts, the Principal may decide to transport the pupil to hospital.

Where the Principal makes the decision to transport a child, 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 a pupil in a vehicle
- A second member of staff will be present to provide supervision of the injured pupil

Monitoring and Reviewing

This policy will be reviewed regularly by the Principal, following a completed risk assessment on First Aid within the school.

Signed _____ Chairman of Board of Governors

_____ Principal

Date: 18th November 2021

Involved in the consultation of the policy - All members of the teaching staff

Shared with staff – November 2021

Review Date – November 2024