**First Aid Policy**

**Policy Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Date:**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Policy Statement**

1. The Principal and the Board of Governors of The Model Primary & Nursery School accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. They acknowledge the importance of providing First Aid for employees, pupils and visitors within the school.

The staff of The Model 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 Education Authority’s procedure for reporting accidents.

This policy outlines The Model Primary and Nursery School’s responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

**Rationale**

Pupils and adults in the care of The Model Primary & Nursery School need good quality First Aid provision. Clear and agreed systems should ensure that all pupils are given the same care and understanding in school and when on educational trips and visits.

**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. They should 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 Model Primary and Nursery 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 forms, to the Education Authority
* record all occasions when First Aid is administered to employees, pupils and visitors (see black diary in main office contained in First Aid box)
* provide equipment and materials to provide First Aid treatment
* make arrangements with the Education Authority to provide First Aid training to designated staff members every three years, maintain records of training and review training requirements
* establish a procedure for managing accidents in school which require First Aid treatment (consult At a Glance First Aid, Injury and Illness Flowchart)
* provide information to staff on the arrangements for First Aid
* fully train 3 members of staff in First Aid (achieved in June 2022)
* notify parent/carer that First Aid treatment was given to the child; teachers/LSAs will telephone home or talk to parents/carers at the end of the school day.

**The School has a separate policy for the administration of medicines and critical incidents.**

**Arrangements for First Aid**

The School will provide materials, equipment and facilities to provide First Aid. The main school office has 2 fully stocked First Aid Kits. Mobile First Aid Kits are available which can be taken on school trips. Each corridor has a basic kit of plasters and wipes.

Basic hygiene procedures must be followed by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids. Face masks must also be worn by staff members administering First Aid (if there are concerns around covid). Care should be taken when disposing of dressings or equipment.

**A standard First Aid Kit will contain the following items:**

* leaflet giving general advice on First Aid
* 20 individually wrapped, sterile, adhesive dressings of various sizes
* 4 triangular bandages
* 2 sterile eye pads
* 6 safety pins
* 2 large wound dressings
* 3 extra-large wound dressings
* disposable gloves
* a copy of First Aid Made Easy (provided at updated training).

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 accompany the activity. All teachers will check medical information pertinent to their class, or the pupils going off site. They will ensure relevant First Aid/medical equipment is brought in a separate bag, e.g., inhalers, Epi Pens etc.

**Roles and Responsibilities**

**The School First Aiders are****: Mrs M Coyle, Mrs Susan Devenney & Mrs Deborah McCafferty.**

The contents of the Kits will be checked on a regular basis by Mrs M Coyle, the designated First Aider, or by Mr Bradley, Vice-Principal.

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
* to ensure First Aid boxes are re-stocked as required.

**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 Model Primary and Nursery School providing the following information:

* the names of the First Aiders: **Mrs M Coyle, Mrs Susan Devenney & Mrs Deborah McCafferty**
* locations of the First Aid Boxes (main school office)

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.

**Accident and Injury Reporting**

* All minor accidents or injuries, which have required First Aid treatment to be administered, should be recorded on the Accident Log (see bound logbook in contacts folder in main office).
* An AR1 form should be completed for more serious injuries, which is then sent to the Education Authority.

<https://www.eani.org.uk/school-management/facilities-management/qshe/health-safety-and-emergency-planning/OnlineAccidentReportingSystem>

* A copy of the forms is retained by the school.
* The accident report form should, where possible, be completed immediately after treatment has been administered or at the earliest possible convenient time thereafter.
* The pupil’s teacher should be informed of all accidents.
* Parents/carers will be informed of accidents/injuries.

**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.

Parents/carers will be informed of all knocks or bumps to a pupil’s head regardless of whether emergency treatment is required. This should be done as soon as treatment has been given, by telephone. If this hasn’t been possible then a note must be sent home.

**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/carer will be notified. If hospital treatment is required, then the pupil’s parent/carer will be called in order for them to take over responsibility. If no contact can be made with parent/carer, 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:

* 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 it is felt necessary a First Aider can be contacted. If it is felt necessary to send a child home, 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).

**Educational Visits**

* 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.
* All those pupils who require inhalers or Epi pens should bring their medication inhaler with their name on it. Depending on the age of the pupils this will be kept by the member of staff with their group or by the pupils themselves.
* A list of contact numbers for all pupils on the trip should be printed and brought by the teacher in charge.
* Any pupil likely to experience travel sickness should be seated near the front of bus and a water -tight plastic bag & wipes or tissues should be provided.
* Travel-sick pupils should be cared for by the teacher or other school staff.
* The Model Primary and Nursery School’s normal First Aid procedures, as outlined previously in this policy, should be followed.

Implementation date: October 2022

Review date: October 2024