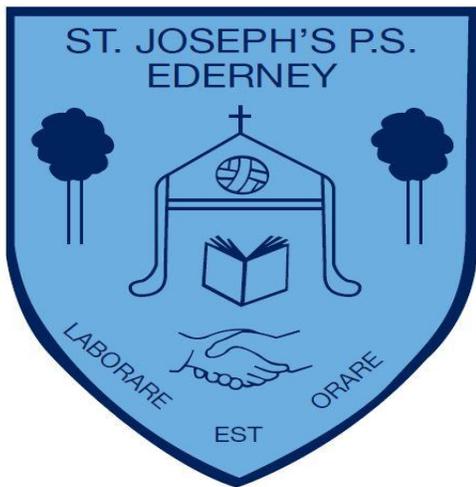


St. Joseph's P.S & Ederney Community Nursery



First Aid Policy

Policy Statement

The Principal and Board of *Governors* of St. Joseph's 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 St. Joseph's P.S. recognises 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 - Western Region's procedures for reporting accidents.

Introduction

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. 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.

In this document:

1. A ***First-Aider*** refers to someone who has undergone an approved training course in either first-aid at work or emergency first-aid at work and holds a valid certificate of competence. Both certificates are valid for a period of three years. First Aiders in St. Joseph's are named in Appendix 1.
2. An ***Appointed Person*** is someone who takes charge when someone is injured or becomes ill, including calling an ambulance if required; and looks after the first-aid equipment, e.g. restocking the first-aid box. To fulfil their role appointed persons do not need first-aid training. Appointed persons may, or may not be First-Aiders. However, they should not attempt to give first-aid for which they have not been trained. An Appointed Person should be available at all times that people are on school premises, and off the premises whilst on school trips. Appointed Persons are named in Appendix 1.

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 the relevant form from the Education Authority - Western Region;
- Record all occasions when First Aid is administered to employees, pupils and visitors;
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements, in conjunction with recommended practice from the Education Authority - Western Region's Health and Safety Department 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 (e.g. specialised training for children with individual medical needs);
- Notify parents/guardians that first aid treatment has been given to the child.

Arrangements for First Aid

St. Joseph's P.S. & Ederney Community Nursery will provide materials and equipment and facilities to provide First Aid. See Appendix 2 for contents of First Aid Kits.

The location of the First Aid Kits in the Primary School:

- Disabled Toilet room (on main corridor);
- One 'Travelling' First Aid kit (for activities outside the school premises) stored in the Disabled Toilet room (on the main corridor) and one in the Principal's office;
- A basic first aid kit (for minor cuts) is kept in each classroom.

The location of the First Aid Kits in the Nursery Unit:

- Staff office;
- One 'Travelling' First Aid kit is also kept in the staff office.

The contents of the Kits will be checked on a weekly basis.

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

Information on First Aid Arrangements

The Appointed Person will inform all employees at the school of the following:

- The school's First Aid policy;
- 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.
- The names of employees with First Aid qualifications, their classroom and extension number;

Emergency Procedures

In the case of medical emergencies an ambulance (999) must be called immediately (see Appendix 4). The First Aider, in conjunction with the Appointed Person will determine the appropriate action to be taken.

If the casualty is a child, the Person with Parental Responsibility must be called immediately and given all the information required. If the Person with Parental Responsibility cannot be reached by telephone, then another designated emergency contact will be telephoned.

A hard copy of pupils' contact numbers for pupils is located in the school office. All pupil contact details are on the schools' SIMS system.

If the casualty is an adult, their next of kin should be contacted immediately. All staff contact details are on the schools' SIMS system.

Arrangements for pupils with specific medical needs

Asthma:

Pupils with asthma must always have access to their inhalers. These should be kept in accessible places in the pupil's classroom.

Diabetes:

Pupils with Type 1 diabetes will have their individual diabetes packs in their classrooms. In the event of a Severe 'Hypo' it may be necessary to administer a Glucagon injection. These will be held in the First Aid refrigerator, in the P7 staffroom.

Allergies:

EpiPens, for Pupils with severe allergies, resulting in anaphylaxis, will be kept in a central location in the staffroom in cupboard marked: 'For use by trained school staff'.

It is important to note that this policy should be read in conjunction with the school's Medical Needs and Health & Safety policies.

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. It is the school's policy that parents are always informed by telephone that their child has received a bump on the head and that they should continue to be monitored when returning home. Cold packs, for the treatment of a bump to a pupil's head, will be stored in the school's Medical refrigerator, in the staffroom. All accidents involving 'bumped heads' will be recorded in the school's accident book and a Head Injury Letter (see Appendix 3) sent home to the child's parents. Members of staff should be especially mindful of the possibility of concussion and the consequences of 'second impact syndrome' whilst pupils are engaging in sporting activities.

The Principal or Senior Teacher, in conjunction with the First Aider, will determine the appropriate action to be taken in each case.

If a child who is ill needs to be transported home, then the following guidance should be followed:

- 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;
- At least one member of staff must be a First Aider.

Recording and Reporting

All injuries should be recorded in the accident file, held in the Secretary's office. For any accident which is deemed significant, an Accident Report (Education Authority - Western Region) should be completed and forwarded as quickly as possible to EWAR's Health and Safety Department.

Appendix 1

Appendix 1-First Aiders and Appointed Persons

First Aiders

Name	Date Trained	Renewal Date
Mrs. S. Gallagher	April 2022	April 2022
Mrs M. Maguire	26 th February 2020	26 th February 2023
Mrs Tanya Lynch	17 th January 2020	17 th January 2023
Miss Elaine Booth	17 th January 2020	17 th January 2023
Sara-Louise Montague	17 th January 2020	17 th January 2023
Christina Sproule	17 th January 2020	17 th January 2023
Rhonda Archer	17 th January 2020	17 th January 2023
Ann McMackin	17 th January 2020	17 th January 2023
Josephine McGrath	17 th January 2020	17 th January 2023

Appointed Persons

Mrs Gemma Mc Teague

Mrs Zara McCusker

Mrs Karen Boyd

Mrs Anne Hagan (Senior Teacher)

Mrs Eilish Sprice

Mrs Jenny Watson

The Following members of staff have received 'Heartstart' training:

Mrs Margaret Maguire

Mrs Anne Hagan

Appendix 2

Contents comply with the HSE First Aid at Work Regulations

- Sterile dressings
- eye pads
- bandages
- moist wipes and
- triangular bandages - allow you to deal with common first aid injuries

Appendix 3: Head Injury Letter

Dear Parent/ Guardian

Your Child _____ received a bump on their head today whilst attending School.

Description of how head injury occurred

A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.

Yours faithfully

Mrs S. Gallagher

Appendix 4:

Contacting Emergency Services

- Dial 999
- An operator will ask you which emergency service you need.
- Ask for the ambulance service and you will be put through to a call-taker.

What information will I need:

- The school's location - **12, Ardvarney Road, Ederney, Co. Fermanagh, BT930HA**
- The school's phone number: **028 686 31403**
- Exactly what has happened.
- The patient's age, gender and any medical history;
- Whether the patient is awake/conscious, breathing and if there is any serious bleeding or chest pain; and
- Details of the injury and how it happened.

Before help arrives:

- Stay with the patient until help arrives;
- Call us back if the patient's condition changes;
- Have a member of staff stand at the entrance to the school to direct ambulance/medical staff;
- Ask someone to open the doors and signal where the ambulance staff are needed;
- Write down the patient's GP details and collect any medication that they are taking (if known);
- Tell us if the patient has any allergies.
- Try to stay calm.