

HOWARD PRIMARY SCHOOL & NURSERY UNIT

“Preparation For Life”



FIRST AID POLICY

A PASTORAL CARE POLICY

AGREE DATE	REVIEW DATE	PERSON RESPONSIBLE FOR REVIEW
16 th January 2025	2028	Mrs McWilliams
Chair of Governors		

POLICY STATEMENT

The Principal and Board of Governors of Howard Primary School Nursery Unit 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 Howard Primary School & Nursery Unit 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 EA procedure for reporting accidents.

INTRODUCTION

This policy outlines Howard Primary School and Nursery Unit's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place that meet that responsibility.

'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;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the EA;
- 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 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. (in the first instance with a Howard First Aid written slip or in person or by telephone.

All new staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school and are trained in how to record any first aid administered and shown the location of supplies.

ARRANGEMENTS FOR FIRST AID

First aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits. The School will provide materials and equipment and facilities to provide First Aid.

The location of the First Aid Kits in the School are:-

- The Photocopying Room
- office mobile pack for outings
- KS1 Resource Area
- Nursery Staff Room
- Ice packs in fridge in resource areas.

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
- pair of disposable gloves

The contents of the Kits will be checked on a regular basis by Mrs Gallagher. These will be restocked as soon as possible after use. There should be extra stock in the school. Items should be discarded safely after the expiry date has passed.

The School First Aiders are: Mrs Gallagher, Mrs Hardy, Miss Sweeney, Miss Cuddy, Mrs Benson, Mrs Thompson & Miss Frizelle.

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 be familiar with the medical needs of their pupils before going off site and ensure relevant first aid/medical equipment is brought in a separate bag eg inhalers, EpiPens.

ROLE OF THE FIRST AIDER:

At school the main duties are to:

- To keep training up-to-date (approved by Health and Safety Executive/Education Authority and renewed after 3 years)
- 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
- Check the contents of the First Aid Box/ Kits and restock if necessary

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;
- Their room number;
- Location of the First Aid Boxes.

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.

GOOD PRACTICE:

- All First Aiders will receive refresher training every three years.
- Pupils requiring First Aid will be treated sensitively with regard to school Child Protection procedures.
- All staff should take precautions to avoid infection and to follow basic hygiene procedures.

- Staff should have access to single use disposable aprons, gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. [These should be placed in the sanitary bin in the disabled toilet]
- Every effort must be made to avoid contamination of wounds, and only sterile dressings should be used. Only water should be used to clean open wounds. Where there is no water, sterile cleaning swabs such as a medi-wipe may be used.

RECORDING OF INCIDENTS OF FIRST AID:

- All accidents or injuries that have required first aid treatment to be administered must be recorded in the Howard Primary School and Nursery Unit have accident booklet (available in each classroom).
- An accident report form must be completed for each separate incident or injury detailing the name of the child involved, date accident happened, where the incident took place, nature of injury, how it happened and treatment administered. Each form must be signed by the member of staff who administered the first aid.
- A copy of the form is retained by the school in the green book and a copy sent home with the injured pupil in their school bag.
- The accident report form should where possible be completed immediately after treatment being administered or at the earliest possible convenient time thereafter.
- The child's teacher should be informed of all accidents and injuries.
- Parents/guardians will be informed of accidents/injuries via the form from the green book armed if any first aid is dead serious enough the parent/guardian will be contacted by phone or in person

REPORTING ACCIDENTS TO EA

All incidents involving visitors or major injury to pupils should be reported to the Education Authority using an official Accident/Injury Report Form and forwarded to the Claims and Legal Section.

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/guardians will be informed of all knocks or bumps to a pupil's head regardless of whether emergency treatment is required. Where possible this should be done in person or over the telephone if this hasn't been possible than a note must be sent home

Staff will follow current EA advice ('Recognise and Remove Concussion') in cases of suspected concussion and will always err on the side of caution. "If in doubt, sit it out".

Any pupil with suspected concussion should be IMMEDIATELY REMOVED FROM PLAY/ACTIVITY and should not return to activity until they are medically assessed.

If a pupil has been hit on the head, staff will look out for the following signs:

- Headache
- Feeling dazed or confused
- Feeling drowsy or sleepy
- Feeling sick
- Feeling irritable or “in a fog”
- Having difficulty remembering things
- Any other change in normal behaviour.

Concussion does not always involve losing consciousness; staff must take any of the above symptoms very seriously.

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 carer will be notified. If hospital treatment is required, then the pupil's parent/carers will be called for them to take over responsibility. If no contact can be made with parent/carers or other designated emergency contacts, then the Principal will call an ambulance.

Staff members will not transport pupils to hospital in private cars.

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. The principal will make the final decision on whether a child needs to be sent home. If it is felt necessary to send home a child, the parent or guardian 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.

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. There is a mobile first aid kit available in the office.
- These kits should be checked well before the date of visit to ensure they are adequately stocked.

- Fully complete the Class Trips checklist and send to school secretary.
- Make a list of all children who need medication.
- All those children who require inhalers or epi pens should bring their medication inhaler with their name on it. Depending on age of children this will be kept by the member of staff with their group or by the child themselves.
- A list of contact numbers for all children on the trip should be printed and brought by the teacher in charge.
- If First Aid is given on a trip away from school, it must be recorded in the First Aid Class booklet.
- Staff may use their own mobile phones to contact parents, but make their number appear as private.
- Be prepared for travel sickness and sit any children likely to be travel sick near the front of bus. 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.

PHYSICAL EDUCATION

All asthma inhalers should be taken with children to PE lesson. If an accident occurs, the pupil should be assessed by the teacher in charge and sent to a qualified first aider, if required. The incident should be recorded in the normal manner. A mobile first aid kit is available from the office.

POLICY REVIEW

This policy forms part of our suite of Pastoral Care policies and should be read in conjunction with:

- Child Protection Policy
- Pastoral Care Policy
- Intimate Care Policy
- Administration of Medication Policy
- Drugs Policy

HOWARD PRIMARY SCHOOL & NURSERY UNIT FIRST AID POLICY	
POLICY DATE:	January 2025
PRINCIPAL'S SIGNATURE:	P McWilliams
CHAIPERSON, Board of Governors, SIGNATURE:	
REVIEW DATE [Annually]:	

