



First Aid Policy

Ratified: May 2024

To be Reviewed: May 2026

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.
- Place individual duties on all employees.
- Report and record accidents using relevant form to the EANI.
- 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 EANI 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 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 is : - In the SCHOOL OFFICE

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 B Mercer / Mrs M Whitear
- The School First Aiders are Mrs B Mercer / Mrs M Bostock.
- In addition, the majority of staff are trained in Emergency First Aid at work.
- Before undertaking any off-site activities, the level of first aid provision will be assessed via a risk assessment approved by the Board of Governors and at least one First Aid Kit will be taken along.
- Each Classroom has a first aid kit which the class team will ensure has all the necessities and in date. They report to the first aiders for replenish when 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 School providing the following information: -

- The names of employees with First Aid qualifications.
- Their room location
- Location of the First Aid Box.

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 or feel that their input would be of an urgent matter to try and support rather than further injury prevail.

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.

The medical guidance is that all pupils who receive a head injury should go home.

On all occasions, school will contact the family to inform them of the accident. Staff are not trained medical professionals and will give an outline only from what they see. Their advice is to provide parents with a head injury and the protocol of going home.

If parents do not wish to collect a child for a head injury, the parent must place this in writing via Seesaw. We encourage Parents to collect pupils for all head injuries but respect a parental choice if they do not wish to do so. School will not be held liable if a child remains in school and further symptoms occur.

Where emergency treatment is not required a First Aid note/ seesaw will be sent home to the parent/guardian and EA forms will be completed for all head injuries.

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. If no contact can be made with parent/guardian 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: -

- 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.
- A second member of staff will be present to provide supervision of the injured pupil.

Please note, that pupil data will be provided to medical professionals on arrival to our school. This consent is within our data consent form provided at the start of each year.

Pupil Medication

It is Parent responsibility to ensure that epi pens, inhalers etc are sent into school with a care plan. The expiry date of medication is the Parents responsibility to monitor and ensure the appropriate medication is in school. Medication must be sent to school in a clearly labelled box including child's name, date of birth, emergency contact number and care plan.

AM forms should be completed annually by parents (see appendices). This includes consent to administer epi pens, inhalers or one-off medication as required.

Our staff are not medical professionals; however, all actions will be taken to support incidents that arise.

Allergies

Parents must make school aware of any allergies towards food products or materials.

Special Diet request forms are available on request from our school office. These are sent to the Education Authority School Meals Service.

Trips during school hours.

Taughmonagh Primary School and Nursery Unit operate that a trained first aid at work colleague will be present in all trips. A travel first aid kit will be brought on these trips. The first aider will oversee the individual medications such as epi pens, inhalers on these trips.

Reporting

Accident forms are held in the school office and are then uploaded to the Education Authority's accident reporting system. Record the person's name, injury, and treatment (this must be done for all but the very minor scratches and bumps) on the accident report form.

If a child is feeling unwell and needs to go home Senior Teachers should be consulted and the parents contacted. Children normally stay with their class until collected or wait at the office. The Principal must be informed if a pupil is sent home.

Parents must be informed of any accident and/or treatment given during the day, preferably by the person who treated them. Any head injury must be reported to parents immediately and usually by first aid staff, the class teacher or senior member of staff.

Guidance on when to call an ambulance

When managing a casualty, you may need to call for an ambulance. Follow the steps below:

There are several numbers you can call in order to reach an ambulance. **From all landlines phone 999. From a mobile phone 112.**

They will ask you what service you require. Say ambulance.

They will ask where you are located. Be precise as possible.

They will ask you how many casualties. If one, say one.

They will ask what is wrong with casualty. Tell them what you are sure of (to avoid giving miss-information)

They will ask if other services required

After you hang up you must wait with the casualty until the ambulance arrives.

The school has a legal duty to report and record major work-related accidents. This includes dangerous occurrences where something happens that does not result in an injury but could have done.

AM Medical Forms

The following forms are used within School:

AM1: Medication Plan – this must be completed annually and signed by the Principal to be in agreement.

AM2: Request for School to administer medication – all medication must be clearly labelled and placed in a box with the child's name and class clearly marked.

AM3: Request for pupil to carry their own medication.

AM4: Record of administration of medication - all staff keep a record of any medication administered to children that have been provided by home.

Returning to school with casts

Children returning / attending school with a cast must be risk assessed. Parents should inform the class teacher as soon as possible to enable staff to create a risk assessment which should be sign/agreed by Parents and School.

Taughmonagh Primary School and Nursery Unit is unable to take responsibility for further injury should a child return to school in a cast and further injury prevails because of an accident/trip or fall while already in cast.

Nut Free School

Taughmonagh Primary School and Nursery Unit have children with life threatening allergies. Therefore, we operate as a nut free school.

AED

Taughmonagh Primary School and Nursery Unit have an AED on site.