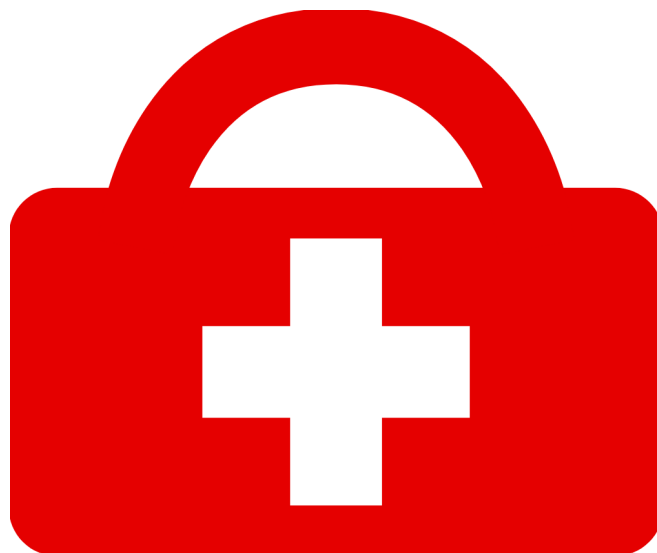




The Fort of the Foals

Lisnasharragh Primary School

First Aid Policy



Policy Statement

The Principal and Board of Governors of Lisnasharragh Primary School 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 Lisnasharragh Primary 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 SELB procedure for reporting accidents.

NB: First Aiders are not legally permitted to give any medication to students unless parental consent has been given.

Number of qualified First Aiders

Legally there is no set limit for the number of First Aiders that are required but based on the nature and size of the school, the level of risk present in the school and the distance we are from medical facilities we aim to have at least one first aider present at all times in our school building allowing us to fulfil our First Aid policy.

Signed _____

—

(Principal)

Date _____

—

Signed _____

—

(Chairperson of Board of Governors)

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.

First Aiders

Qualified First Aiders are able to recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called. All First Aiders must attend a course in First Aid and it is recommended that they undertake yearly refresher courses.

First Aider for Lisnasharragh Primary School

Natalie Herron

Has completed an HSENI approved 'First Aid for the appointed person' course delivered by Global Horizons on 3/10/2014 valid for three years.

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;
- 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 SEELB 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.

Equipment

First Aid Boxes

There is a First Aid box located in the infant toilet and a second on the wall outside the men's staff toilet. All qualified First Aiders are responsible for replenishing the First Aid boxes ensuring that it contains all necessary equipment and that the equipment is in date.

Updating

All First Aid notices are regularly checked for accuracy and updated. Notices will need to be altered if a listed First Aider leaves, moves location or does renew their certificate. In these instances, a new First Aider will be appointed.

Training

All First Aiders have to attend an assessed training course in Emergency First Aid at work to be recognised as a First Aider. It is recommended that First Aiders attend a refresher course every year.

Giving First Aid

If someone is injured, becomes unwell and needs help, the nearest First Aider should be contacted and asked to attend. The First Aider will assess the situation, provide help, request assistance from another First Aider or Staff member if necessary and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary. In the rare case that no First Aider is available, the casualty will be assisted in getting to the nearest hospital A&E department.

Transport to hospital or home

When a First Aider thinks that a casualty needs urgent medical treatment, the Principal and the First Aider 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.

Records

An accident form should be completed every time a First Aider provides assistance to a casualty. For minor Injuries a member of staff may fill out a form which will be sent home to parents and a record of what has happened should be noted in the accident book, which is kept at the First Aid stations. As well as the usual details of the accident (if appropriate) the name of the person giving First Aid and summary details of the treatment given should be recorded.

A standard First Aid Kit will contain the following items:

First Aid guidance leaflet
Scissors 1pr
Moist Wipes 20
Sterile eye pads with bandages 2
Triangular bandages 1
Safety pins 6
Sterile dressings with pad (medium) 2
Sterile dressings with pad (large) 1
Assortment of plasters 50+
Disposable gloves 6pr
Saline eyewash bottles 1
Foil blanket 1
Microporous tape 1
Sterile, soothing cooling gel (Burn Soothe) 1
Finger dressing 2
Rebreathe mouth to mouth shield 1

The contents of the Kits will be checked on a regular basis by Natalie Herron

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.

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 stations.

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 supply cupboard.

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.

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.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.