

ST. JOHN'S  
Primary School



## *First Aid Policy*

*St. John's Primary School, Coleraine*



*Principal: Mrs H. McDonnell*

*SENCO & Child Protection Teacher: Miss A. McNicholl*

*Chairman of the Board of Governors: Mr L. McQuillan*

Work hard

Give everything a try

Enjoy the rewards



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## **POLICY**

### **1.0 INTRODUCTION**

*1.1 The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1982 (as amended) and in doing so to:*

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury*
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise*
- Ensure lines of communication with parents/guardians are in place if required*
- Activate a known plan of action with which all staff are familiar*

*1.2 The School shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.*

*1.3 The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the School will not permit the presence of any such medication in designated first-aid boxes. Please refer to the Administration of Medicines Policy for more information.*



### **2.0 DEFINITIONS**

2.1 'First aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

2.2 'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification. In St John's PS the correct number of staff are trained in line with First Aid EA procedures (including the use of EpiPens - annually for staff directly involved with identified children).

### **3.0 ROLES AND RESPONSIBILITIES**

The overall responsibility for the day-to-day management of school rests with the Principal.

The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.

The school's Health and Safety Officers are the Principal and the Building Supervisor

The Principal is responsible for ensuring training is up to date.



### **4.0 ASSESSMENT OF FIRST-AID NEEDS**

4.1 The Principal shall make an assessment of first-aid needs appropriate to the circumstances of the school. She will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all staff will be trained on how to administer aspects of first aid e.g. EpiPens.

4.2 Where the first-aid assessment identifies a need for employees to be trained as first aiders, the Principal shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end of the

*third year when the certificate is no longer valid. It is the responsibility of the SLT to ensure they are booked onto the course before cancellation of the certificate.*

*4.3 All staff will ensure that they have read the school's First Aid Policy, and sign the training record to say they have done this.*

## **5.0 MANAGEMENT OF FIRST-AID EQUIPMENT**

*5.1 It shall be the responsibility of the trained First Aiders, in conjunction with the Principal, to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas. Where additional or replacement material or equipment is required, staff should speak to the First Aiders about ordering more items immediately. The First Aiders will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e. termly.*

*5.2 Although the First Aiders are responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a school visit etc, teachers shall take responsibility for ensuring their first-aid box contents are sufficient.*

## **6.0 FIXED AND PORTABLE FIRST-AID BOXES**

*6.1 All School first-aid boxes and bags are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.*

*6.2 Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located:*

- Staffroom*
- Y5 Store - easy access to back playground*
- Y7 store*

*Portable First Aid kits are taken on educational visits and are available from the School Office.*



*6.3 The boxes should contain a sufficient quantity of suitable first-aid materials. According to Survival Linx guidance, as a minimum, First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing, instant ice pack and gloves. No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.*

*6.4 Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.*

*6.5 Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.*

*6.6 Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box. Eye baths/cups/refillable containers should not be used for eye irrigation.*

*6.7 Where medicines have to be held by an adult for safety/security reasons, the separate lockable container must be used. A register of contents must be kept up to date. Please see Administration of Medicines policy for more information.*

## **7.0 FIRST-AID TREATMENT AREAS**

*7.1 Where first-aid needs to be administered in a room, it should be administered in the school office or another room which will:*

*(a) be large enough to hold necessary equipment;*

- (b) have washable surfaces and adequate heating, ventilation and lighting;*
- (c) be kept clean, tidy at all times;*
- (d) be positioned as near as possible to a point of access for transport to hospital;*
- (e) display a notice on the door advising of the names of first aiders*
- (f) have a sink (with hot and cold water if possible);*
- (g) have drinking water and disposable cups;*
- (h) have soap and paper towels;*
- (i) have a suitable container (preferably foot operated) lined with disposable waste bags*
- (j) a telephone or other communication equipment; and*
- (k) an incident record for recording incidents where first aid has been given.*

*This means that, if needed, First Aid can also be administered in a classroom or the hall.*

***At all times the dignity and feelings of the patient must be respected.***

## **8.0 FIRST-AID TRAINING**

*First Aider: Sarah McCorriston, Elaine Kerr (training -7<sup>th</sup> June 2019) Maire O'Neill*

*Anaphylaxis Training: Sarah McCorriston, Anne McNicholl, Conor Burns (August 2018)*

*8.1 The Principal will arrange training for the qualification and re-qualification of first aiders.*

*8.2 Before being nominated the designated first aider by the Principal a first aider must hold a valid First Aid at Work Certificate of competence or an equivalent qualification. In the event of an unqualified person being nominated to be responsible for first-aid duties, they will be required to undergo a suitable course of training.*

## **9.0 PROVISION OF FIRST AIDERS**

*9.1 There will normally be at least 1 trained person within the school between 9am and 5pm (to include After Schools cover). There will be a*

second person between 9am and 2pm (lunch 12-1pm) and a third person – teacher, available during the school day

9.2 Consideration must also be made to ensure first-aid cover during absences, such as annual leave and sickness. This is the responsibility of the Principal.

## **10.0 CATEGORIES OF INCIDENTS AND PROCEDURES**

Any pupil complaining of illness or who has been injured is initially seen by the class teacher, who may wish to seek a second opinion from the trained First-Aider. Constant supervision will be provided. Should the child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home.

### **10.1 Minor Accidents and Injuries**

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to the 'First Aid Station', which is the Staffroom, or the cloakroom area beside back playground. No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate.

All accidents are recorded in the Accident Report File by the staff member, parents are always contacted by telephone in the case of a head injury and a note (recording details of the incident/actions taken) is sent home for all incidents, with the exception of very minor incidents where no treatment at all is required.

**Minor Cuts and Bruises Method:** In all cases of injury, it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher is informed by the first aider.
- Teacher observation is maintained
- Children are advised to show/tell parents
  - Plasters are provided if consent has been given by parents as part of generic consent form

### ***Sprains/Bruises***

*A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate*

- *If in doubt, parent/s are contacted*
- *Teacher observation is maintained*



### ***10.2 More Serious Accidents and Injuries***

*If considered safe to do so, the injured party is taken to the First Aid Station. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.*

### ***Stings/Bites***

*If case is serious the parent/s are contacted - no stings should be removed.*

### ***Faints and Shocks***

*A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of:*

- *Lie the casualty down*

- *Raise the legs above the level of the heart*
- *Loosen any tight clothing*
- *Ensure there is fresh air*
- *Keep crowds away*
- *Reassure casualty when they recover*
- *Contact parents - the pupil should go home*

### **10.3 Very Serious Injuries**

*In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option, particularly in the case of rapid blood loss. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.*

*Parents are kept informed of developing situations. Very serious injuries are considered to be:*

#### **Severe Bleeding Burns/Scalds Unconsciousness**

*The event is subsequently recorded in the Accident Report Book*

*The First Aid Policy is based on collective teacher input. All staff automatically assist the teacher on duty and the first-aider in the case of a serious injury.*

### **11.0 FIRST-AID RECORD KEEPING**

*11.1 It shall be the responsibility of the First Aider and all staff, in conjunction with the Principal, to ensure that procedures are in place for the immediate recording of any injury as required.*

*11.2 After administering treatment, first aiders and staff will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below. Each first aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.*

*11.3 All incidents, injuries, head injuries, ailments and treatment are reported in the accident folder, kept in the staffroom.*

*The information recorded will include*

- i) date, time and place of incident;*
- ii) name and, where relevant, job title of the injured or ill person;*
- iii) details of the injury/illness and what first aid was given;*
- iv) what happened to the person immediately afterwards e.g. went home, went back to class, went to hospital, etc; and*
- v) name and signature of the first aider or person dealing with the incident.*

*11.4 Parents are informed of a head injury by letter and phone call. The letter outlines the injury and symptoms to look out for.*

*11.5 First Aider will contact parents by phone if they have concerns about the injury.*

*11.6 Staff should complete the EA form if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.*

## ***12.0 DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS***

*12.1 All staff must be informed of the location of first aid appointed persons, equipment and facilities.*

*12.2 The Principal must ensure that a notice giving the names of first aiders and the location of first-aid boxes, is posted in each of the following locations:*

*Staffroom*

*School Office*

*Assembly Hall*

*Corridors*

*Notices will be inspected and kept up-to-date by the Principal as part of the regular health and safety inspections.*

### ***Policy Review***

*St. John's Primary School will update this Policy in the light of any further guidance and legislation and review it annually.*

*On-going evaluation will ensure the effectiveness of the Policy.*

*Ratification: May 2019*

*Review Due: Term 3 2020*