



Millington Primary School

# First Aid Policy

## Policy Statement

The Principal and Board of Governors of **Millington 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 **Millington 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.

Signed \_\_\_\_\_

(Principal)

Signed \_\_\_\_\_

(Chairperson of Board of Governors)

Date \_\_\_\_\_

## Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8<sup>th</sup> 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 CASS 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.

## 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 are:-

FIRST AID ROOM

P7 RESOURCE AREA

P6 RESOURCE AREA

P3 RESOURCE AREA

P2 RESOURCE AREA

STAFFROOM

OFFICE

CRANRUA

Y3 MOBILE CLASSROOM

The contents of the Kits will be checked on a regular basis by the FIRST AIDERS

The School First Aider(s) are:

Mrs Heather Murray - Principal Ext: 202

Miss Gillian Irwin - Vice Principal Ext 313

Mr Stephen Guy Ext: 334

Mrs Helen Hampton Ext: 323

Mrs Francis Macdonald Ext: 322

Mrs Wendy Ogilby Black Ext: 303

Mrs Emma Gass Ext: 329

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 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 or extension number;
- Location of First Aid equipment;

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. The school will endeavour to contact parents/guardians if a child receives a bump to the head. If they cannot be contacted the teacher will meet the parent/guardian to explain the injury.

## **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.