

# MULLAVILLY PRIMARY SCHOOL

'Inspiring, Believing Achieving'

## First Aid Policy

September 2016

Review Date

September 2019

**Policy Statement**

The Principal and Board of Governors of Mullavilly 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 Mullavilly 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 Education Authority procedure for reporting accidents.

Signed \_\_\_\_\_

(Principal)

Signed \_\_\_\_\_

(Chairperson of Board of Governors)

Date \_\_\_\_\_

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

### **Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school and when on educational trips and visits.

### **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 Education Authority;
- 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 Education Authority, 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 (In first instance by Mullavilly Green First Aid book with written slip or in person or by phone).

***The School has a separate policy for the administration of medicines, critical incidents and asthma.***

All new staff are given a copy of this policy when they are appointed. It is also provided to all Substitute teachers. As part of the induction process new staff are given details of the first aiders in school, are trained in how to record any first aid administered and shown where first aid supplies are stored.

**Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The locations of the First Aid Kits in the School are: The First Aid Room and the Mobile Classroom. There are also two mobile first aid kits that can be taken on school trips (Also stored in First Aid room).

Basic hygiene procedures must be followed by staff. Single use disposable glove must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment.

**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 Mr P. Ritchie and Mrs S. Nesbitt.

The School First Aiders are: Mr P. Ritchie and Mrs S. Nesbitt.

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 check medical information of their class or the pupils going off site and ensure relevant first aid/medical equipment is also brought in a separate bag, e.g. inhalers, Epi Pens.

### **Roles and Responsibilities**

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive/ Education Authority as required.
- To 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.
- To ensure first aid boxes are re-stocked as 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 number;
- 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.

### **Accident and Injury Reporting**

- All accidents or injuries that have required first aid treatment to be administered **MUST** be recorded in the Mullavilly Primary School Green Accident book.
- An accident report form must be completed for each separate incident or injury detailing the name of the child involved, date accident happened, where incident took place, nature of the injury, how it happened and treatment administered. Each form must be signed by 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 pupil injured 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. A sticker will be worn for any head injuries and if any first aid is deemed serious enough the parent/guardian will be contacted by phone or in person.

### **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 then a note must be sent home. A sticker will also be provided for the child to wear home from school informing parents they have bumped their head.

### **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.

### **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 24 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 are two mobile first aid kits available in the First Aid Room.
- 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.
- The schools mobile should be brought to make calls to parents. If this is not possible staff may use their own mobile phones 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.

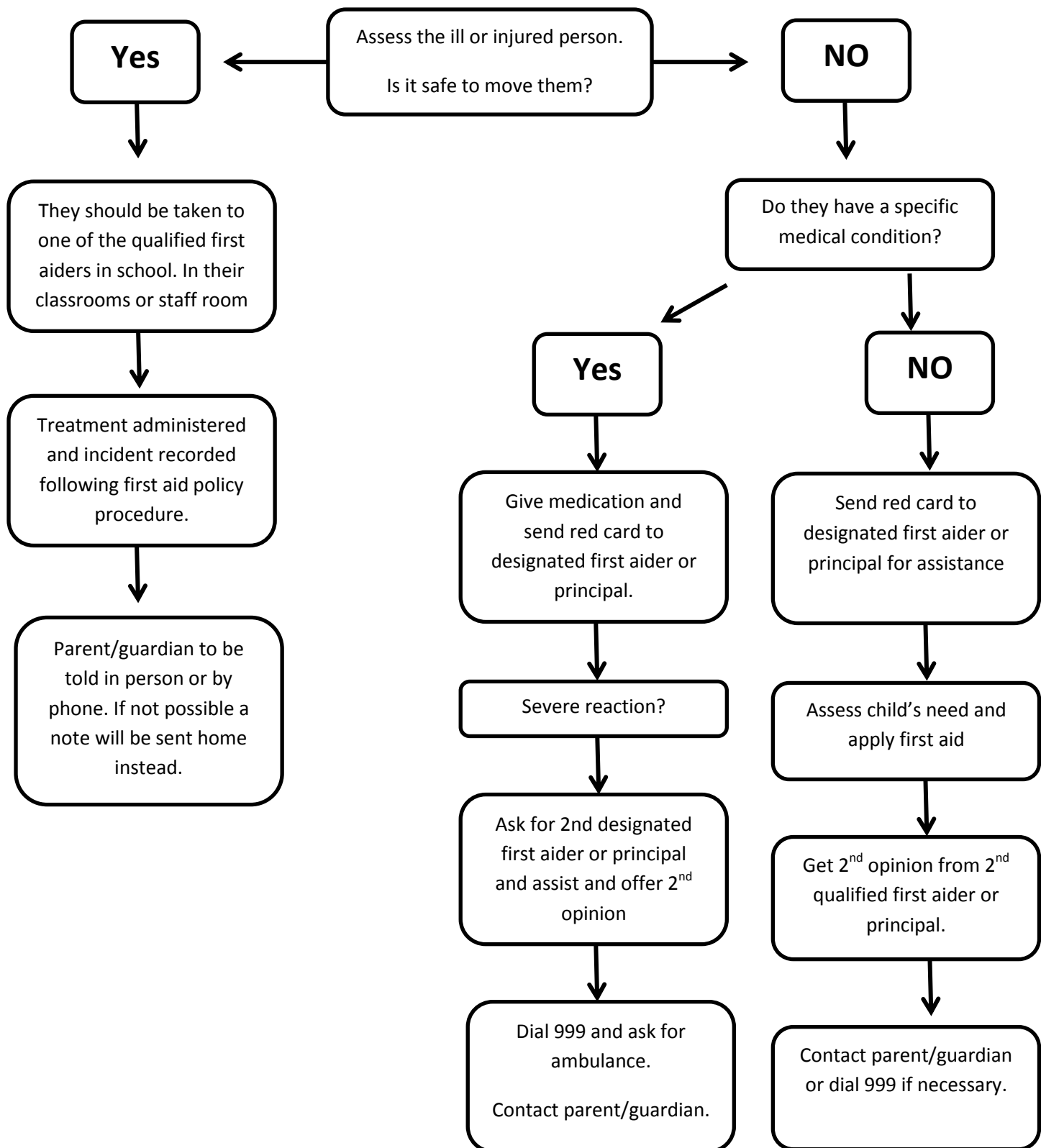
### **Physical Education**

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 First Aid room.

**This policy will be reviewed in September 2019.**

**P Ritchie**

**Appendix A: First Aid and emergency flow chart**







**Appendix B**

**MULLAVILLY PRIMARY SCHOOL**

**RECORD OF MEDICAL TRAINING FOR STAFF**

Date	Name of Staff Member	Type of training received	Training provided by	Signature of staff