

First-Aid Policy

St. Patrick's & St. Brigid's College, Claudy



Policy Statement

St. Patrick's & St. Brigid's College 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 St. Patrick's & St. Brigid's College 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. These procedures outlines St. Patrick's & St. Brigid's College'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 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 to have First Aid procedures in place
- Place individual duties on all employees
- Report and record accidents using EA portal 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 to provide First Aid training to designated staff members every three years, maintain records of training and review training requirements
- Establish a procedure for managing accidents in school which require First Aid treatment
- Provide information to staff on the arrangements for First Aid
- Determine the number and level of trained staff and also any additional requirements (e.g. specialised training for pupils with particular medical needs)
- Notify parent/guardian that First Aid treatment was given to the child

It is emphasised that the qualified First Aiders are **NOT trained doctors or nurses.**

The school has separate procedures for the administration of medicines and critical incidents.

Arrangements for First Aid

The school will provide materials and equipment and facilities to provide First Aid. The PE, HE, TD and science departments will have First Aid Kits. There will also be a First Aid Kit in the 'sick bay'. There are mobile First Aid Kits, which can be taken to sporting events or on school trips.

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.

First Aid Kits

The contents of the Kits will be checked on a regular basis by Heads of Department/First Aiders who have been assigned them. They will report any shortages to Mr Rainey, Assistant Principal.

First Aid Staff

The School First Aid responders are:

Mr Shaun McLaughlin

Mrs Siobhan McLaughlin

Mrs Charleen Duddy

Other trained First Aid staff who can administer first aid within their department are:

Mrs Ashlene McCloskey

Mr Joe Ball

Miss Alberta Kelly

Before undertaking any off-site activities, a risk assessment will be carried out, approved by the Senior Leadership Team 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 etc.

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 (report to Mr Rainey, Assistant Principal)

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, Mr Rainey, Assistant Principal, will ensure that signs are displayed throughout the School providing the following information:

- The names of First Aiders
- Locations of the First Aid Boxes

All members of staff will be made aware of the School's First Aid procedures. No member of staff should attempt to give First Aid unless they have been trained.

Accident and Injury Reporting

- For minor injuries or any instances where First Aid is administered, it should be recorded on the One Drive document shared with all staff
- For major injuries, the First Aider should record the incident on the EA portal and have it approved by the Principal
- This accident report form should, where possible, be submitted immediately after treatment being administered or at the earliest possible convenient time thereafter
- The pupil's pastoral team should be informed of any accidents and/or injuries
- *Parents/guardians will be informed of any accidents/injuries by telephone (may be contacted by the school office)*

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. This should be done as soon as treatment has been given, by telephone. If a parent is uncontactable by phone, a voicemail should be left or an email sent by the school office staff. An EA Head Injury letter must be sent home with any pupil who has bumped their head.

Transport to hospital or home

The Principal or person in charge 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/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 how the pupil is transported to the hospital.

Where the Principal makes arrangements for transporting a pupil then the following points will be adhered to:

- 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 pupils will be seen in the first instance by their form-tutor. If felt necessary, a first aider can be contacted. If it is felt necessary to send home a child, the parent/guardian will be contacted to make arrangements for collection. A child who has been physically sick should be kept at home for at least 48 hours (Public Health Agency guidelines).

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
- These Kits should be checked well before the date of visit to ensure they are adequately stocked
- Staff should make a list of all pupils who need medication

- All those pupils who require inhalers or epi pens should bring their medication with their name on it. Depending on age of pupils this will be kept by the member of staff with their group or by the pupil themselves
- A list of contact numbers for all pupils on the trip should be printed and brought by the teacher in charge
- Any pupils likely to be travel sick should be seated near the front of bus and a watertight plastic bag & wipes or tissues should be provided
- Travelsick pupils should be cared for by teacher or other school staff
- Follow the schools normal First Aid procedures as outlined previously in these procedures