

# **Ballylifford Primary School**



## **First Aid Policy**

The Principal and Board of Governors of Ballylifford 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 Ballylifford Primary School recognises 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.

### **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 the relevant forms
- 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 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 (e.g. 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 is:-

### **SCHOOL STAFFROOM**

#### **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

**Prescribed medication for some children will also be stored here.**

The contents of the Kits will be checked on a regular basis by *Ms. Wendy Heath* – School Secretary.

The School First Aider(s) are *Mrs Siobhan Sweeney* (Teacher) and *Mr Ciaran McElroy* (Principal)

*The following members of staff have also been training as emergency first aiders at work:*

*Ms Sheila Hurl (Teacher), Mrs Dolores Muldoon (Teacher), Ms Wendy Heath (Secretary), Mrs Caroline Quinn (Classroom Assistant), Mrs Orla Rocks (Classroom Assistant) and Mrs Rosemary Donnelly (Classroom Assistant).*

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 School Secretary / 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;
- 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.

### **Accidents involving bumps to a child's head**

The consequence of an injury from an accident involving a bump or blow to a child'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 the teacher of the child concerned will phone the parent/guardian to inform them of the bump to the 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 child's parent or guardian will be notified. If hospital treatment is required, then the child'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 child 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 child in a vehicle;
- A second member of staff will be present to provide supervision of the injured child.

## Head Injury Letter

Dear Parent/ Guardian

Your Child ..... received a bump on their head today whilst attending School.

Description of how head injury occurred

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A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

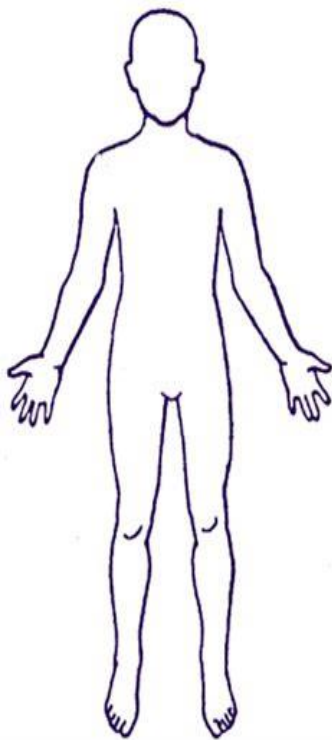
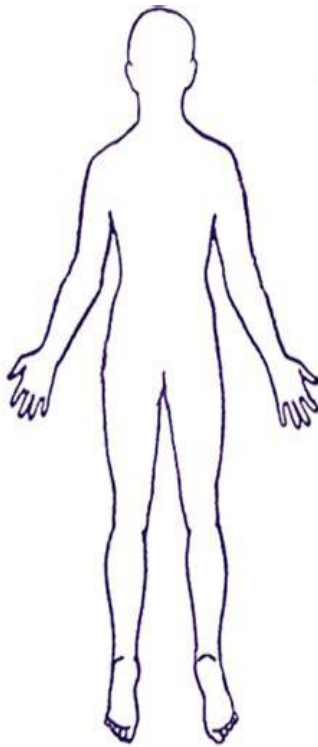

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

**Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.**

Yours faithfully



Mr Ciaran McElroy  
Principal  
Ballylifford Primary School

Ballylifford Primary School Accident/ Incident /Illness Report Slip																																	
Pupil's Name:		Date:	Time:																														
Cold / Ice Compress Applied: YES / NO																																	
Details of any other treatment																																	
Description of how injury occurred:																																	
Staff Signature:		Parents Contacted: YES / NO	Pupil Collected: YES / NO																														
<b>Type of Injury</b> <table border="1"> <tr><td>Allergy / Reaction</td><td></td></tr> <tr><td>Asthma</td><td></td></tr> <tr><td>Bump /Bruise</td><td></td></tr> <tr><td>Cut / Graze</td><td></td></tr> <tr><td>Headache / High Temperature</td><td></td></tr> <tr><td>Mouth Injury /Tooth ache</td><td></td></tr> <tr><td>Nosebleed</td><td></td></tr> <tr><td>Seizure</td><td></td></tr> <tr><td>Sting</td><td></td></tr> <tr><td>Stomach Pains / Upset Tummy</td><td></td></tr> <tr><td>Suspected Fracture</td><td></td></tr> <tr><td>Suspected Strain / Sprain</td><td></td></tr> <tr><td>Trip / Fall</td><td></td></tr> <tr><td>Vomiting / Nausea</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table>		Allergy / Reaction		Asthma		Bump /Bruise		Cut / Graze		Headache / High Temperature		Mouth Injury /Tooth ache		Nosebleed		Seizure		Sting		Stomach Pains / Upset Tummy		Suspected Fracture		Suspected Strain / Sprain		Trip / Fall		Vomiting / Nausea		Other		<b>Mark the area of the body which had the injury</b>  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <b>Front</b>   </div> <div style="text-align: center;"> <b>Back</b>   </div> </div>	
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		<b>Head Injury Advice</b> Please read Head Injury Letter if your child suffered a head injury. Please observe your child carefully observe your child for the next 24 hours for any of the following symptoms: <ul style="list-style-type: none"> <li>• Blurred vision</li> <li>• Drowsiness</li> <li>• Nausea or vomiting</li> <li>• Severe headache</li> <li>• Confusion</li> <li>• Slurred speech</li> <li>• Unresponsiveness</li> <li>• Clumsy, staggering or dizziness</li> <li>• Bleeding from ears or nose</li> </ul> <p><b><u>Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.</u></b></p>																															
		<b>Ballylifford Primary School</b> <b>Tel: 02879418388</b>																															
		<b>Other Injury Advice</b> If you have any concerns or if your child deteriorates please consult a doctor.																															

**Signed:** \_\_\_\_\_ **BoG Chairperson**

**Signed:** \_\_\_\_\_ **Principal**

**Approved by Governors:** **May 2019**

**Next Review:** **May 2021**