

First Aid Policy



St.Mary's Primary School and
Nursery Unit, Bellaghy

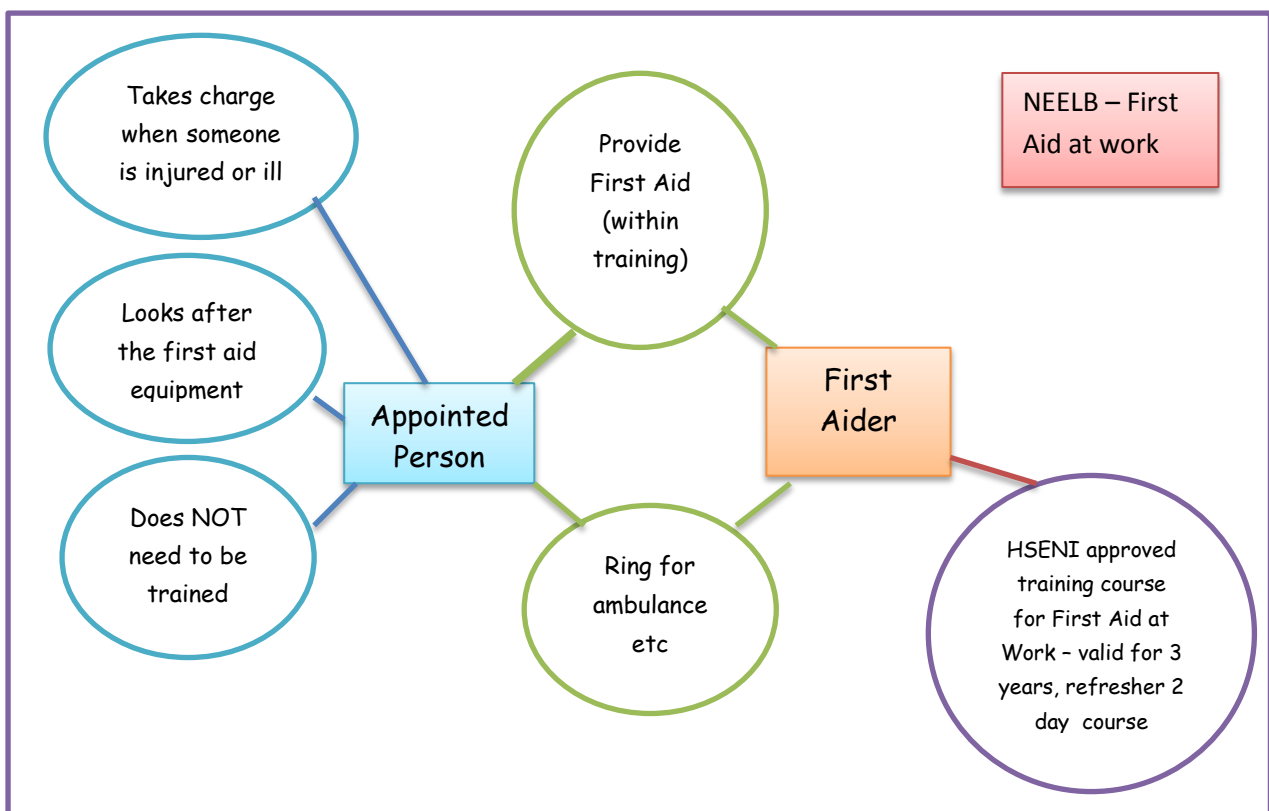
First Aid saves lives and prevents minor injuries becoming major ones. In St.Mary's Primary School, we are committed to providing adequate and appropriate equipment and facilities in our school.

The minimum first-aid provision is:

- a suitably stocked first-aid container
- an appointed person to take charge of first-aid arrangements
- information for employees on first-aid arrangements

FIRST AID BOX LOCATION:

Staff Room



The Appointed Person and First Aider:

Mrs Fegan (P6 Teacher)

HSENI 'First Aid at Work' valid until 2014

Heartstart Training Annually

Staff trained in Emergency First Aid 1 year:

Mrs Sharron McQuade (Caretaker)

Staff trained in the use of Epipens/ Inhalers:

All staff

THE FIRST AID BOX CONTAINS:

- One guidance card;
- Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads, with attachment;
- Six individually wrapped triangular bandages;
- Six safety pins;
- Six medium individually wrapped sterile unmedicated wound dressings
- Two large sterile individually wrapped unmedicated wound dressings (approx 13cm x 9cm)
- Three extra large sterile individually wrapped unmedicated wound dressings (approx 28cm x 17.5cm).



MEDICAL INFORMATION FILE

Available in staffroom to provide contact information and emergency instructions for children with medical needs e.g. anaphylaxis, asthma, diabetes.

HYGIENE AND INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings.

RECORDING AND REPORTING

Any incidents requiring treatment are entered in the Accident Book in the First Aid Box.

This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

Written October 2011

Reviewed by Staff and Board of Governors

To be revised Autumn 2014