

First Aid Policy



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

October 2020

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. We are a Rights Respecting School. Articles from the UNCRC are an integral part of our school.

Article 39

You have the right to help if you have been hurt

Principal

Mrs Mary McCann

Key responsibilities include:

- Ensuring the Health and Safety procedures are followed
- Ensuring accident reporting and recording procedures are followed
- Ensuring that staff have the appropriate qualifications
- Ensuring training needs of staff are met
- Ensuring that an annual assessment of First Aid needs is carried out

First Aid Co-ordinator

The First Aid co-ordinator is Mrs Margaret Fegan, P3 teacher.

Key responsibilities are:

- Carrying out an annual audit of First Aid provision
- Report First Aid training needs to principal
- Ensuring that staff are aware of current First Aid procedures
- Ensuring that First Aid equipment is restocked regularly
- Reordering First aid equipment and supplies
- Reviewing/updating First Aid policy (in consultation with Principal)
- Reviewing/updating First Aid Co-ordinator's file, containing details of current practice and a record of staff training

Appointed Persons for First Aid

Mrs Cathy McErlean, Classroom Assistant

- HSENI First Aid at work (Four day) valid until 2021

Mrs Margaret Fegan, P6 teacher

- HSENI First Aid at work (Four day) valid until 2021
- Heartstart (Annually)

Key responsibilities are:

- Responding quickly to First Aid emergencies
- Assessing First Aid requirements as per DRABC
- Taking charge, including contacting an emergency First Aider, if necessary
- Performing First Aid, as per training, if requested
- Completing **Accident Report Form**, in first aid kit, if first on scene
- If incident requires reporting to the EA, as per 'Recording of Accidents' flow chart, record details of the First Aid incident in the **Accident Form (AR1)** i.e. date, time, name, class of casualty, details of injury/incident/illness) to send to the EA, Health and Safety Section.
- Ensuring that an ambulance or other professional medical help is summoned, when appropriate
- Providing advice, as per training, if requested
- Ensuring that staff are aware of the current accident/incident reporting and recording regulations
- Checking and re-stocking First Aid kits in their designated area
- Informing First Aid Co-ordinator when First Aid equipment or supplies need reordered or replaced
- Report First Aid training needs of staff to First Aid Co-ordinator

Qualified Emergency First Aiders

Mrs Cathy McPeake, Nursery Assistant

- Paediatric First Aid - Valid until 2021

Key responsibilities are:

- Responding quickly to First Aid emergencies
- Assessing First Aid requirements as per DRABC
- Providing advice, as per training, if requested
- Performing First Aid, as per training, if required
- Ensuring that an ambulance or other professional medical help is summoned, when appropriate
- Completing **Accident Report Form**, in first aid kit, if first on scene
- If incident requires reporting to the EA, as per 'Recording of Accidents' flow chart, record details of the First Aid incident in the **Accident Form (AR1)** i.e. date, time, name, class of casualty, details of injury/incident/illness) to send to the EA, Health and Safety Section.

All staff

Key responsibilities are:

- Responding quickly to First Aid emergencies/incidents
- Taking charge, if first on scene, including contacting an Appointed Person and/or Emergency First Aider, if necessary
- Perform First Aid, as per training, if required
- Completing Accident Report Form, in first aid kit, if first on scene
- Ensure that the relevant class teacher (Principal if adult casualty) has been informed of the incident

Staff First Aid Training:

All staff are trained annually in responding to choking, head injuries, cuts and grazes.

Training is given to enable staff to meet the 'duty of care' towards pupils.

A current 'First Aid Training Record' is available in the First Aid Co-ordinator's File'.

Location of First Aid equipment

Staffroom

- First Aid kit is kept in the staffroom
- Portable First Aid kit available in staffroom for school trips
- Ice-packs for bumps (in freezer drawer of fridge) Cover with paper towel.
- First Aid refills available in drawers
- Spare Accident Record book in drawers

Office

- Epipens and Inhalers (labelled for individual children)

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



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.

Emergency First Aid Action Plan

D DANGER

Ensure the area is safe for your self, others and the patient



R RESPONSE

Check for response—ask name—squeeze shoulders

No response

Response

Make comfortable

Monitor response



S SEND for help

Call triple zero (000) for an ambulance
or ask another person to make the call



A AIRWAY

Open mouth—if foreign material present

Place in recovery position

Clear airway with fingers



B BREATHING

Check for breathing—look, listen, feel

Not normal breathing

Start CPR

Normal breathing

Place in recovery position

Monitor breathing



C CPR

Start CPR—30 chest compressions : 2 breaths

Continue CPR until help arrives
or patient recovers

baby

child

adult



D DEFIBRILLATION

Apply defibrillator if available
and follow voice prompts

