



First Aid Policy

REVIEW DATE – AUTUMN 2023

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.

Under duties set out in the Health and Safety (First Aid) Regulations 1982, Newtownards Model P.S. recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the school.

STAFF

The following staff are trained First Aiders:

Mr G Bennett (Designated First Aider)

Mrs N McBride

Ms K Fulton

Mrs N Ferguson

Mrs C Ringland

PROVISION

First Aid Boxes can be found at the following location:

P1 McCulloch, P2 Ryan, P4 Watson, P6 Myles, P5 Lyttle, The Assembly Hall, the Caretaker's Store and The First Aid Room. A Fire Blanket and Burns Pack are available in the Staff Room.

Two Response Bags, with sufficient First Aid equipment to deal with multiple casualties are stored in the First Aid Room. When classes go on Education, Residential and Sporting activities, a Response Bag must be brought.

A defibrillator is kept in the First Aid room. (This is the room between the Principals' Office and the School Secretary's office)

Confidential medical information on each individual child will be available to the Staff, including names and contact information etc. on SIMS.net.

Children with acute medical conditions have completed Care Plans displayed in the Staff Room and in each child's classroom.

All staff are trained in the use of an Epipen. Medicines for individual children with Care Plans are stored in the First Aid Room in marked containers. An Epipen is also available in the child's classroom and the First Aid room.

Staff should take cognisance of the Code of Conduct for Employees and the advice about self protection, when administering First Aid. Staff should be conscious of Child Protection issues, bearing in mind the gender, age and intimacy of any first aid applied.

The Administration of Medicines Policy will be applied in circumstances where requests are made for prescribed medicines to be administered during school hours. In normal circumstances no other medicines should be brought into school by a pupil.

PROCEDURE (INJURY)

Most First-Aid in a Primary School usually deals with minor bumps and bruises and is dealt with by the most convenient First Aider.

Should a more serious injury occur, the Designated First Aider should take charge, but if unavailable, then one of the trained, listed First Aiders should decide upon appropriate action. The First Aider will assess the injury and decide whether the parent should be contacted and if so; the injured child will be kept comfortable and will be monitored closely until the parent arrives.

If the situation requires an ambulance to be called, parents will be contacted immediately and if parents are unable to travel in the ambulance then a member of staff will accompany the injured child. The school's responsibility ceases as the child is entrusted to the care of the NHS ambulance personnel. A member of school staff cannot give permission for any treatment at A&E; the Accident and Emergency staff will have to decide over questions concerning blood transfusions, haemophilia etc.

The Principal and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the school's policies or procedures, and act accordingly, making suitable adjustments where necessary.

RECORDING

Injuries should be recorded in the Injury Register, which can be found in the Secretary's Office. It is vital that the person to whom an injury is initially reported, or the person who witnesses the injury, completes the Injury Register. The First Aider who administers First Aid, or the person who contacts the child's parent may need to complete relevant sections of the Injury Register, but overall responsibility for completion of the recording lies with the person to whom the injury is initially reported or who witnessed the injury (or their stead).

The Injury Register and any document relating to injury/accident or the application of Intimate Care must be filled in accurately and with diligence, as these are all discoverable documents and may be used in evidence at a future date in legal proceedings. Failure to complete a necessary document relating to the above is not acceptable.

EDUCATION AUTHORITY ACCIDENT FORM

An Education Authority Accident Form, found in the Secretary's Office may need to be completed and if so, should be completed by the adult who witnessed the injury or to whom an injury was initially reported. If you are unsure as to whether an Accident Form should be completed, please consult the Principal or V.P. If a child is injured and you have concerns about the severity of the injury again, please contact the Principal or V.P.

Head injuries where there are signs of concussion and **serious joint injuries** should be reported immediately to parents. In the case of head injuries, the person phoning the parent should ascertain as much information as possible before the phone call and relay as much information as possible to the parent. If there is any doubt regarding the seriousness of the injury, please consult the Principal or V.P.

REPORTING

Each separate injury is reported in the Injury Register on a tear-off carbonised strip. The tear –off strip should be placed in the child's schoolbag. It is the responsibility of the person who witnesses the injury or to whom the injury is initially reported, to ensure that the slip is placed in the child's schoolbag, to alert the child's parents that their child received an injury in school.

Should an accident occur off site, the incident should be recorded at that location following their procedures and again on return to school in the Accident Book or using an Accident Form.

Parents will be informed of minor injuries using a simple generic message proforma which will be dated and placed in the child's schoolbag. Teachers of P1-3 children will also make every effort to communicate verbally with the child's parent/carer during collection at the end of the school day.

PROCEDURE

An incident of illness will be treated as per injury procedure. If a child is feeling unwell then they will be monitored closely in class until a decision can be reasonably made as to whether they are able to remain in school. If a child is feeling unwell and is deemed too sick to remain in school, then the child will be made as comfortable as possible and kept under close supervision. The child's parents will be contacted so that they can collect their child. If there is concern about a serious illness, then the Designated First Aider will decide if an ambulance is required.

From this point on, the provisions of the Public Health Agency Guidance on Infection Control in Schools and other Childcare Settings will govern the child's return to school if applicable.

ILLNESS

Newtownards Model P.S. is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

RECORDING

If a child has been unwell in school but has been deemed fit to remain, then parents/carers will be informed using a simple generic message proforma which will be dated and placed in the child's schoolbag. Teachers of P1-3 children will also make every effort to communicate verbally with the child's parent/carer during collection at the end of the school day.

HEAD LICE / CHICKEN POX

When a case of head lice/ chicken pox is discovered at the school, the situation will be handled carefully, sensitively and safely.

The child with head lice will not be isolated from other children, and there is no need for them to be excluded from activities or sessions in school.

When the child concerned is collected, their parent/carer will be informed in a sensitive manner. Other parents/carers of children in that class will be informed as quickly as possible in writing, including advice and guidance on treating head lice.

A child with suspected chicken pox will be isolated in the First Aid room and their parent will be called to take them home. Public Health guidance will be followed in this instance.