



# St. Joseph's Boys' School

‘Achievement for All’

## First Aid Policy

Reviewed \_\_\_\_\_

Date: \_\_\_\_\_

Agreed SMT \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Agreed BOG \_\_\_\_\_

Date: \_\_\_\_\_

Next review due \_\_\_\_\_

## **Policy Statement**

The Principal and Board of Governors of *St. Joseph's Boys'* 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 *St. Joseph's Boys'* School 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 SELB procedure for reporting accidents.

Signed \_\_\_\_\_

(Principal)

Date \_\_\_\_\_

Signed \_\_\_\_\_

(Chairperson of Board of Governors)

## **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 relevant form to the LEA;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements 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;
- On an annual basis review the First Aid requirements to determine the number of trained staff and also any additional requirements (eg 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 are: -

*First Aid Kits are located throughout the school, usually in the HOD room. A full audit of all first aid kits in the school was carried out in January 2018. This audit will continue on an annual basis.*

**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

The contents of the Kits will be checked on a regular basis by SMT member with responsibility for Health and Safety *with administrative support*.

The School First Aider(s) is/are *listed in the staff handbook*.

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 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.

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 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.

Where emergency treatment is not required a 'Head Bump' letter will be sent home (or a telephone call) to the parent/guardian.

### **Transport to hospital or home**

The Principal / Principal's Representative 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 or 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 to transport the pupil to the hospital.

Where the Principal / Principal's Representative 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 pupil in a vehicle;
  - A second member of staff will be present to provide supervision of the injured pupil.
- Other relevant Policies include
    - Medication Policy
    - Health and Safety policy

### **Monitoring and Review of Policy**

This policy will be monitored and reviewed every two years by Health and Safety Committee / SMT or as appropriate after a particular event or situation which necessitates review.