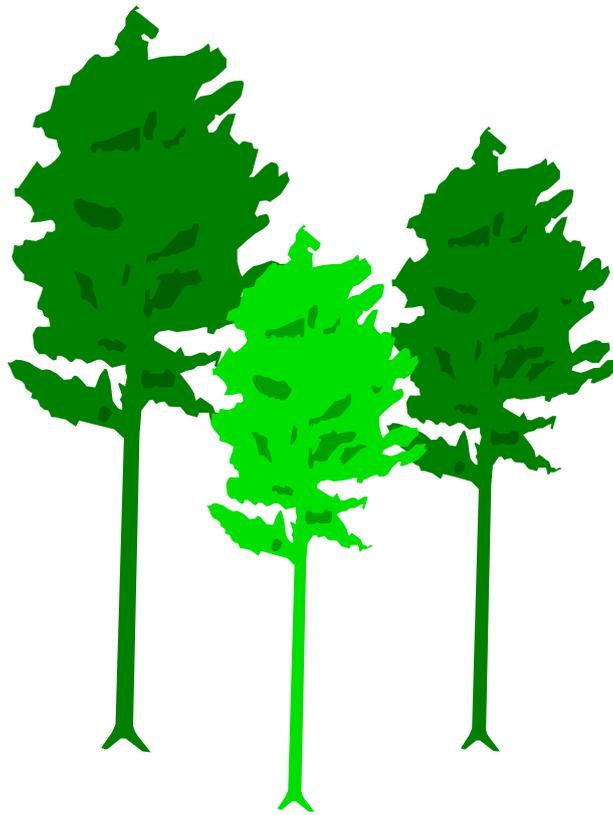


Woodlawn Primary School

*"Firm Foundations
for Future Excellence"*



First Aid Policy

To be reviewed September 2019

Policy Statement

The Principal and Board of *Governors of Woodlawn 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 *Woodlawn Primary 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 NEELB procedure for reporting accidents.

Signed _____

(Principal)

Date _____

Signed _____

(Chairperson of Board of *Governors*)

Date _____

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill (The Joint First Aid Manual 8th 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 forms, and where appropriate send an AR1 and AR2 form to the Education Authority (forms kept by Mrs Edwards and Mrs Beattie and in staff room);
- Record all occasions when First Aid is administered to employees, pupils and visitors (First Aid Book kept in the First-Aid trolleys in the Medical Room and Room 10);
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with the 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 (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:-

The medical room

Opposite room 9

There will always be tissues and gloves available. All staff will be advised to wear gloves when treating any cuts.

A standard First Aid Kit will contain the following items:

- 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 Mrs Edwards and Mrs Beattie.

The School First Aiders are Mrs Edwards and Mrs Beattie.

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal. At least one First Aid Kit will be taken on all off site activities along with individual pupil's medication such as inhalers and epipens etc.

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.

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;
- Their room number;
- Location of the First Aid Boxes.

All members of staff will be made aware of the School's First Aid policy.

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.

Parents/guardians will be informed of all knocks or bumps to a pupil's head regardless of whether emergency treatment is required.

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 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 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.

SHORT TERM MEDICATION NEEDS

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only, e.g. to finish a course of antibiotics or apply a lotion. This may also be the case if a pupil suffers regularly from acute pain, such as migraine. To allow pupils to take medication in school will minimise the time they need to be off school but medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The appropriate consent form must be completed. This is available from Mrs Edwards and Mrs Beattie.

Any member of staff giving medicine to a pupil should check:

- _ the pupil's name and date of birth;
- _ written instructions provided by parents or doctor;
- _ that the child has not already received medication;
- _ the prescribed dose;
- _ the expiry date; and
- _ route of administration.

LONG TERM MEDICATION NEEDS

Some pupils may have serious medical conditions, such as diabetes, epilepsy, severe allergies or asthma and may very rarely require a drug to be given in an emergency: e.g. anaphylaxis (adrenaline), acute asthma (inhaler). These drugs may be lifesaving. Other pupils may need regular prescribed medication. In these cases, there needs to be agreement with teachers as to who will administer them. An individual Medication Plan should be drawn up, involving the parents and relevant health professionals and the child should he/she have sufficient understanding.

Bump To The Head

Date: _____

Dear Parent/Guardian

Your child _____ received a bump on the head today whilst at school.

Description of incident:

Your child was assessed at the time of the accident and although no problems were seen, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Unusual drowsiness
- Change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Unresponsiveness
- Slurred speech

If any of these signs develop, then you should contact your doctor or the nearest Accident and Emergency Department for further advice.

Yours sincerely,



Bump to the Head Letter

This is to certify that a 'Bump to the Head' letter has been given to the parent / guardian of:

Pupil's Name: _____ Class: _____

Parent/Guardian Signature: _____ Date _____

Temporary Administration of Medication

Consent Form for Administering Medication in School

Name of Pupil: _____ Class: _____

Teacher: _____

I request permission for my son/daughter to be given the following medication during school hours by the class teacher or a designated member of staff.

Medication:

Dosage:

When taken:

Signed (Parent /Guardian):

_____ Date: _____

Please note that this form relates to temporary administration of medication. Any child requiring ongoing medication requires a personal medical care plan which will be discussed and agreed with the Principal and signed by both parties.