

# KILLYLEA PRIMARY SCHOOL

*"Small School . . . BIG Opportunities!"*



## FIRST AID POLICY

**May 2025**

The Principal and Board of Governors of Killylea 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 Killylea Primary School recognises their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the EA procedure for reporting accidents.

## **INTRODUCTION**

This policy outlines Killylea Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place that meet that responsibility.

*'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 EA;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with EA 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**

First aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits. The School will provide materials and equipment and facilities to provide First Aid.

The location of the First Aid Kits in the School are:-

- Accessible Toilet [including mobile pack for outings]
- P1 mobile classroom
- School Meals Kitchen
- Ice packs in Breakfast Club fridge in hall

**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
- pair of disposable gloves

The contents of the Kits will be checked on a regular basis by Mrs Lowry or Mrs Kerr. These will be restocked as soon as possible after use. There should be extra stock in the school. Items should be discarded safely after the expiry date has passed.

The School First Aiders are:

- Mrs Kerr
- Mrs Maguinness
- Mrs Lutton [First Aid co-ordinator]
- Mrs Ewart
- Mrs Gillespie

As some staff work part-time, there are at least 3 trained first aiders available on any week day.

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.

All teachers will be familiar with the medical needs of their pupils before going off site and ensure relevant first aid/medical equipment is brought in a separate bag eg inhalers, EpiPens.

### **ROLE OF THE FIRST AIDER:**

At school the main duties are to:

- To keep training up-to-date [renewed within 3 years]
- Give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called
- Check the contents of the First Aid Box/ Kits and restock if necessary

### **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. No member of staff should attempt to give First Aid unless they have been trained.

### **GOOD PRACTICE:**

- All First Aiders will receive refresher training every three years.
- Pupils requiring First Aid will be treated sensitively with regard to school Child Protection procedures.
- All staff should take precautions to avoid infection and to follow basic hygiene procedures.
- Staff should have access to single use disposable aprons, gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. [These should be placed in the sanitary bin in the disabled toilet]
- Every effort must be made to avoid contamination of wounds, and only sterile dressings should be used. Only water should be used to clean open wounds. Where there is no water, sterile cleaning swabs such as a medi-wipe may be used.

## **RECORDING OF INCIDENTS OF FIRST AID:**

Where First Aid is administered, then a record is completed as soon as possible afterwards in the Accident File in the Rainbow Room. If necessary, a drawing detailing the position of the injury should be included as well as the type of first aid applied.

Schools should keep a record of any first aid treatment given by first aiders and appointed persons. 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

Parents should always be informed by a staff member when first aid is given, either in person, phone-call or letter home. Pupils should wear "I have received First Aid" badge.

## **REPORTING ACCIDENTS TO EA**

All incidents involving visitors or major injury to pupils should be reported to the Education Authority using an official Accident/Injury Report Form and forwarded to the Claims and Legal Section.

## **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 to the parent/guardian or the parent informed verbally before the child leaves school. Also, the child will wear a 'head bump' sticker.

Staff will follow current EA advice ['Recognise and Remove Concussion'] in cases of suspected concussion and will always err on the side of caution. "If in doubt, sit it out".

Any pupil with suspected concussion should be IMMEDIATELY REMOVED FROM PLAY/ACTIVITY and should not return to activity until they are medically assessed.

If a pupil has been hit on the head, staff will look out for the following signs:

- Headache
- Feeling dazed or confused
- Feeling drowsy or sleepy
- Feeling sick
- Feeling irritable or "in a fog"

- Having difficulty remembering things
- Any other change in normal behaviour.

Concussion does not always involve losing consciousness; staff must take any of the above symptoms very seriously.

### **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 carer will be notified. If hospital treatment is required, then the pupil's parent/carers will be called for them to take over responsibility. If no contact can be made with parent/carers or other designated emergency contacts, then the Principal will call an ambulance.

**Staff members will not transport pupils to hospital in private cars.**

### **ILLNESS**

Any sick or ill children will be seen in the first instance by their class teacher. If felt necessary, a first aider can be contacted. The principal will make the final decision on whether a child needs to be sent home. If it is felt necessary to send home a child, the parent or guardian will be contacted to make arrangements for collection.

A child who has been physically sick should be kept at home for 48 hours after the last incident of vomiting or diarrhoea.

### **EDUCATIONAL VISITS**

- Before undertaking an educational visit or class trip teachers should complete a risk assessment form of their destination.
- Adequate first aid equipment must be brought and carried. There is a mobile first aid kit available in the Accessible Toilet.
- These kits should be checked well before the date of visit to ensure they are adequately stocked.
- Fully complete the Class Trips checklist and send to school secretary.
- Make a list of all children who need medication.
- All those children who require inhalers or epi pens should bring their medication inhaler with their name on it. Depending on age of children this will be kept by the member of staff with their group or by the child themselves.
- A list of contact numbers for all children on the trip should be printed and brought by the teacher in charge.
- If First Aid is given on a trip away from school, it must be recorded in the First Aid File on return.
- The school's mobile should be brought to make calls to parents. If this is not possible staff may use their own mobile phones but make their number appear as private.

- Be prepared for travel sickness and sit any children likely to be travel sick near the front of bus. Travelsick children should be cared for by teacher or other school staff.
- Follow the schools normal first aid procedures as outlined previously in this policy.

### **PHYSICAL EDUCATION**

All asthma inhalers should be taken with children to PE lesson. If an accident occurs, the pupil should be assessed by the teacher in charge and sent to a qualified first aider, if required. The incident should be recorded in the normal manner. A mobile first aid kit is available from the Rainbow Room.

### **POLICY REVIEW**

This policy forms part of our suite of Pastoral Care policies and should be read in conjunction with:

- Child Protection Policy
- Pastoral Care Policy
- Intimate Care Policy
- Administration of Medication Policy
- Drugs Policy

| <b>KILLYLEA PRIMARY SCHOOL FIRST AID POLICY</b> |          |
|---|----------|
| POLICY DATE:                                    | May 2025 |
| PRINCIPAL'S SIGNATURE:                          | P Lowry  |
| CHAIPERSON, Board of Governors, SIGNATURE:      | B Atkins |
| REVIEW DATE [Annually]:                         | May 2026 |