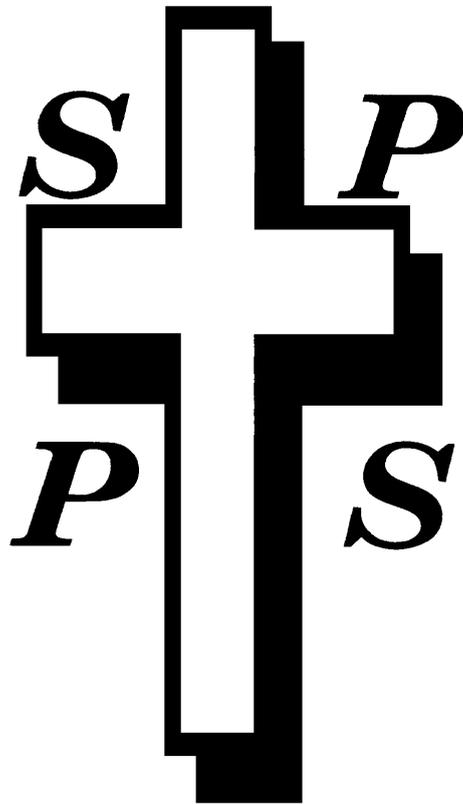


St Patrick's PS



FIRST AID POLICY

Signature of Chair of Board of Governors: _____

Signature of Principal: _____

Date: _____

Revise January 2025

First Aid saves lives and prevents minor injuries becoming major ones. In St Patrick's Primary School, we are committed to providing adequate and appropriate equipment and facilities in our school.

The Board of Governors and staff of St Patrick's PS, Newtownstewart wish to ensure that pupils with medication and first aid needs receive appropriate care in our school. The health and safety of all our children is of paramount importance.

❖ **Parents should keep their children at home if unwell or infectious.**

First Aid: St Patrick's PS will provide emergency first aid to pupils and staff members when in school or on educational trips. If your child becomes unwell during the school day we will contact you to come and take him/her home as soon as possible. All staff receive regular training in First Aid.

Each teacher, classroom assistant or lunchtime supervisor normally takes responsibility for the children in her care regarding first aid for minor injuries. If the injury is judged to be more serious the school will contact the parent or guardian without delay. If the injury requires swift attention from a doctor or nurse it may be necessary to bring the child to surgery or call an ambulance.

Any child who has bumped his/her head will be carefully monitored - an ice pack may be used. A parent will be informed of any incident concerning the head in case the child's condition should deteriorate later in the day. If there is any cause for concern parents will be contacted and asked to collect the injured child straight away. (*Up-to-date contact details are vitally important.*)

St Patrick's PS has several well-stocked first aid boxes. Hypoallergenic Plasters are available and will be administered unless we are informed otherwise by parents.

Medication: See 'Administration of Medication' policy

Qualified First Aiders: The majority of staff completed a First Aid Refresher Course in January 2020, covering among other things CPR, Bleeding & Choking. This training will remain up-to-date until January 2023.

Regulations do not detail the specific number of first aid personnel that are required in school and the following is only a guide.

In Primary Schools with 0-100 pupils, 1 appointed person or a Qualified First Aider and an additional person for 100-200 pupils. In St Patrick's PS, all teaching staff and the Classroom Assistants who were employed in January 2020 are deemed to be qualified first aiders as a result of the training received.

Emergency First Aid: If a serious medical emergency occurs it is important to keep

calm.

The Principal and a First Aider should be informed immediately and appropriate steps taken. **Dial 112 or 999 and ask for an ambulance.** It is important to remain calm and not to panic the patient.

An accident report form will be completed and forwarded to the Education Authority with a factual, brief report and include details dates, times, location and witnesses. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if absolutely necessary an ambulance sent for.

Pupils

As part of PDMU, P6/7 pupils undertake Heartstart training every spring term. This entails instruction on

- how to look out for danger
- treating cuts
- treating someone who is choking
- an unconscious patient
- CPR using the Resuscitation Annie doll

The first-aid provision is:

- a suitably stocked first-aid container
- an appointed person (school secretary) to take charge of first-aid arrangements
- information for employees on first-aid arrangements

FIRST AID BOX LOCATION:
Secretary's Office



First Aid Boxes: The School provides materials and equipment and facilities to provide First Aid. The First Aid Kit can be found on a shelf in the secretary's office. Mr Torney & Mrs Comber are responsible for the maintenance of the first aid box and will ensure that it is regularly checked. A Heartsine defibrillator is also available for use.

The First-aid box contains sufficient quantities of suitable first-aid materials.

1. Sterile bandages
2. Hypoallergenic plasters
3. Moist wipes (Alcohol Free Sachets)
4. Protection gloves (disposable)
5. An electronic thermometer

School Trip First Aid Kit (sufficient quantities of above) is kept in a separate bag.

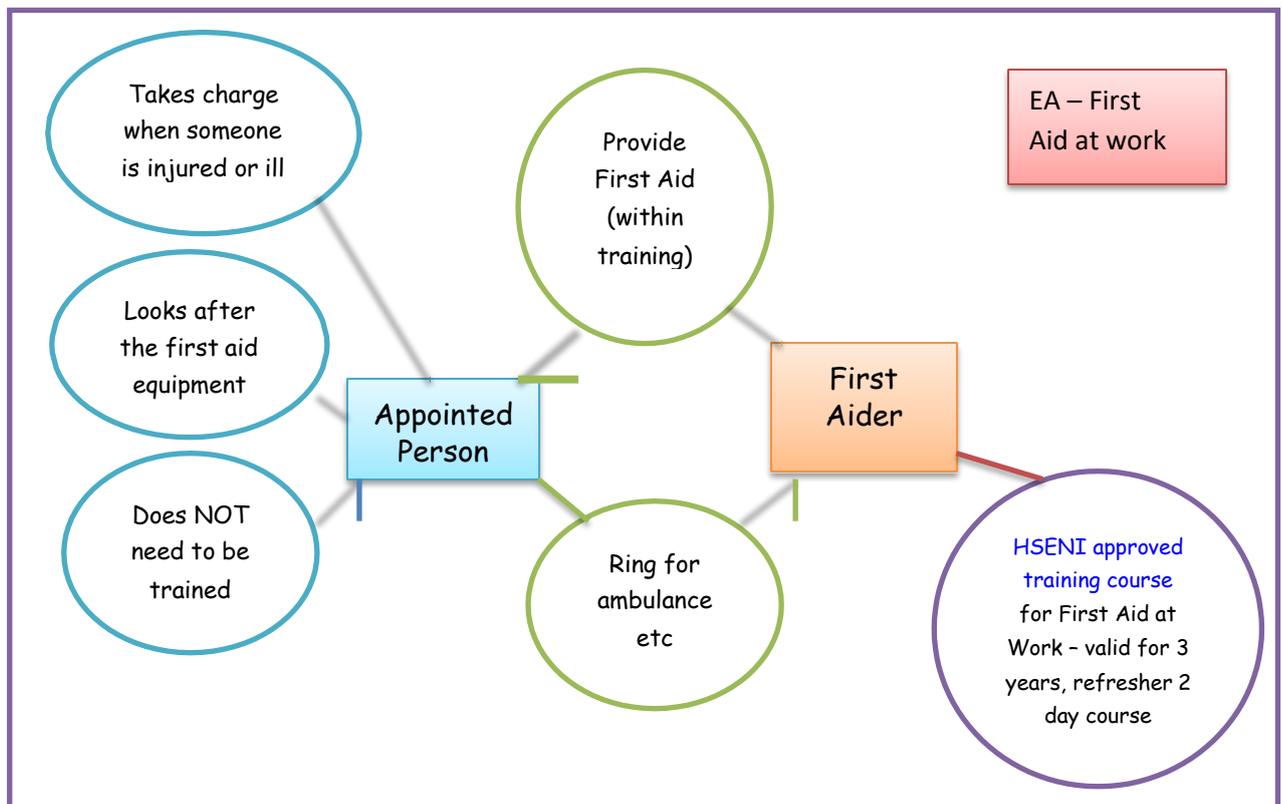
The Appointed Person and First Aider: Mr Torney, Mrs Caterson

Staff trained in Emergency First Aid:

Mr Torney, Mrs Caterson, Mrs Sheridan, Mrs Harris, Mr McGlone, Mrs Neill, Miss McLaughlin, Mrs Comber, Miss Loughrey, Mrs Doherty, Mrs Falls,

Staff trained in the use of Epipens/ Inhalers:

Mr Torney, Mrs Caterson, Mrs Sheridan, Mrs Harris, Mr McGlone, Ms Neill, Miss McLaughlin, Mrs Comber



MEDICAL INFORMATION FILE

Available on staffroom wall (above photocopier) to provide contact information and emergency instructions for children with medical needs e.g. anaphylaxis, asthma, diabetes. Information also maintained on SIMS

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 Principal's office.

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.

If you need to discuss any aspect of this policy please contact the Headteacher.