

CARRICKFERGUS MODEL PRIMARY SCHOOL



FIRST AID POLICY

(Updated March 2025)

Introduction & Rationale

The Principal and Board of Governors of Carrickfergus Model Primary School accept their responsibility under the Health and Safety (First Aid) Regulations (NI) 1982 and acknowledge the importance of providing First Aid for employees, students and visitors within the School.

The Staff of Carrickfergus Model Primary School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 and agree to abide by the EA procedure for reporting accidents.

It is the policy of Carrickfergus Model Primary School to provide emergency first aid to any person within the premises or grounds or to any pupil or member of staff on an educational visit outside school.

Definition

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. 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 any medical assistance or refer the casualty to hospital as quickly as possible.

First Aid Provision / Arrangements

1. All employees have a duty to provide appropriate care and support to our children.
2. Mr Caldwell leads the provision of First Aid within the school setting and has a separate job specification for this role.
3. The school will ensure that as many members of staff as practically possible are provided with regular training and the opportunity for a first aid qualification.
4. Appropriate equipment and materials for First Aid are provided by the school and monitored by Mr Caldwell.
5. Basic hygiene procedures must be followed by everyone involved in First Aid matters. Gloves, aprons and face masks may be necessary. Care should be taken when disposing of dressings or equipment.
6. On all occasions when First Aid is administered to employees, pupils and visitors records should be kept and parents/carers notified. Recording duplication sheets are kept in the canteen for non-teaching staff and held at the school office for all other injuries that occur outside of 'First Aid Duty' Time. These should also be completed if first aid is given on a school trip.
7. Staff are trained to check pupils and any injured adults thoroughly when they become hurt or unwell. Sometimes this may involve checking under an item of clothing. This will be done in a dignified manner and always with the child's permission. If able, children will be directed to check themselves in a private area. The injured person's dignity is paramount. Where practicably possible, two adults should deal with a pupil at one time. If this is not possible the first aid can be attended to in a communal area such as the playground, field or office area.
8. Staff are trained to help one another when making decisions about First Aid. At Carrickfergus Model we are a team and if required a second, third opinion can be requested, and, is in fact encouraged if there is any doubt about the seriousness of an injury. That said, the number of adults involved with one child should be proportionate to alleviate a state of panic in the child.
9. Parents will be notified by telephone if the child has an obvious injury to the head or face or if there is a concern that the injury is serious and may require professional medical treatment. On these occasions, a more detailed accident form will be completed and uploaded onto the EA Online Accident Reporting System.
10. If an ambulance is required this should be done first and any instructions given by the paramedic should be followed. Any medication or allergies injured

person has should be communicated. If the injured person is a child, the parents should be contacted straight after the ambulance is rang. This is partly due to the delay of the ambulance services but also to allow the parent time to travel to the school. In the unlikely event of being unable to make contact with a pupil's parent / carer or a staff member's next of kin, arrangements may be made to transport the pupil / adult to the hospital.

11. The school office should hold emergency contact details for all members of staff should a next of kin require contact.
12. If a pupil is injured during break time or lunch time, they should attend first aid in the canteen. On days that pupils are on the school field a first aid session can be set-up beside the trim trail using a grab and go first aid kit.
13. If a pupil is injured during class time, they should attend first aid at the school office or Mr Caldwell.
14. If a pupil is injured during an after-school club, the after-school provider should seek out a member of staff to assist them.
15. All pupils will be reminded of the arrangements for First Aid in Assembly and class.
16. It is recommended that all staff download the 'St John's Ambulance First Aid Fast' App on their mobile phones to assist them with First Aid.

Accidents involving bumps to the head

The consequences 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. A thorough check of the head should take place and an understanding of how the injury took place should be sought. Ice is applied to help with pain, discomfort or swelling. Where emergency treatment is not required an accident report note will be sent home to the parent / guardian. If the bump is considered to be serious, a visual bump is obvious or the child feels unwell, a telephone call will be made home. All staff are made aware of the signs of concussions and posters of signs of concussion are available to all first-aiders.

If a head injury is recorded parents are encouraged to observe their child for the next 24 hours for any type of the following symptoms:

- Blurred Vision
- Drowsiness
- Nausea or Vomiting
- Severe Headache
- Confusion
- Slurred Speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

If any of the above symptoms are noticed parents should contact their GP / Accident or Emergency Department.

First-aid Equipment

The school will provide materials and equipment and facilities to provide First Aid. All first-aid containers must be marked with a white cross on a green background.

The location of the First Aid kits in the School are:

- School Canteen
- School Office
- Mrs Miller's Office
- Mr Caldwell's Classroom (including kits for trips etc)
- Forest School Area
- Outdoor Learning Area

There is no mandatory list of items to be included in a first-aid container but at the very minimum each kit should have:

- a leaflet giving general guidance on first aid (e.g. HSE Basic advice on first-aid at work leaflet)
- Individually wrapped sterile dressings, assorted in size
- Triangular bandage
- Sterile eye pads
- Safety pins
- Medium wound dressings
- Large wound dressings
- 1 extra large wound dressing
- Pairs of disposable gloves
- Sick bags
- Moist wipes
- Adhesive tape
- Disposable aprons
- Scissors
- Items to address burns if located in the Forest School Area
- Extra items may be included to tailor
- Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use. Sterile eye irrigation liquids should not be used beyond their expiry date.
- The administration of tablets and other types of medicine is not a provision under first-aid at work. Tablets and medicines should not be kept in the first-aid container under any circumstances.

Travelling first-aid containers & Educational Visits

Before undertaking any off site activities, an assessment should be made of what level of first-aid provision is needed. There is no mandatory list of items to be included in a

travelling first-aid kit. First Aid provision should be a feature in all off-site risk assessments. These travelling kits might typically contain:

- a leaflet giving general advice on first aid
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary)
- 2 individually wrapped triangular bandages, preferably sterile
- 2 safety pins
- large sterile un-medicated dressing
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Additional items may be necessary for specialised activities.

Staff should have a clear understanding of children who need medication with them on a trip / residential.

Contact numbers for all children should be taken on the trip.

Individual care plans pertaining to children with severe medical needs

Epi-pens are stored in the office should an emergency arise. Often a school nurse will train staff according to the needs of an individual pupil.

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Automated External Defibrillator (AED)

An AED is a safe, easy to use, very effective, compact, portable device which is designed to be used by lay persons to deliver a high energy electric shock to a victim of Sudden Cardiac Arrest (SCA). It automatically diagnoses the heart rhythm, and determines if a shock is needed. The machine guides the operator through the process by verbal instructions and visual prompts, which are helpful for responders who are hard of hearing or are operating in noisy environments. They are safe and will not allow a shock to be given unless the heart's rhythm requires it. This is located in the school entrance hall and the key is stored in the school office.

Illness throughout the school day

Any sick pupils will be seen in the first instance by their class teacher. If felt necessary, a first aider can be contacted. If it is felt necessary to send home a child, the parent / carer will be contacted to make arrangements for collection. Sometimes speaking to their parent / carer on the phone can reassure the pupil.

A child who has been physically sick should be kept home for at least 48 hours (Public Health Agency Guidelines).

Personal liability

All members of staff will be made aware of the School's First Aid policy. The EA will legally indemnify their staff in the event of a claim arising due to alleged negligence in the administration of first-aid in the course of their duties.

Forms used in school will accompany this policy as appendices

Whilst every effort is taken to thoroughly check and care for our pupils sometimes children are not always able to articulate where they have been hurt, how it happened or how they feel. Parents are encouraged to check their child thoroughly when they return home to ensure that nothing has been missed.

Not every visit to First Aid will require First Aid treatment or contact with home. Whilst staff will use their 'in loco parentis' judgement we will always err on the side of caution when dealing with each child. Sometimes reassurance and comfort is all that is required.

School Disposal Schedule

In line with our school disposal schedule and GDPR, Accident reporting for adults is kept from the date of the incident plus 7 years and then destroyed. Accident reporting for children is kept until a pupil is 23 years old or in the case of a special needs pupil, 26 years old.

Links to other school policies:

- Healthy & Safety
- Administration of Medicine
- Intimate Care Policy
- Safe Handling
- Playground and Supervision Policy