



Nancy Reuben Primary School

FIRST AID POLICY

NRPS First Aid at Work Regulations place a duty on the School to make provision for first aid by: Ensuring there is adequate and appropriate equipment and facilities to provide first aid to employees and students who become injured or ill at work/school; Ensuring that there are suitable persons able to administer first aid if employees or students become injured or ill at work/school.

Definition of First Aid:

‘First aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.’

Accordingly, School 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 on to medical staff as quickly as possible.

First Aid Assessment of Need:

Give immediate attention to an employee, student or visitor suffering from common injuries and illness and those likely to arise from specific hazards on the school premises;

Call Hatzolah or an ambulance or other professional help as required. The amount of first aid equipment and trained personnel necessary will depend on the circumstances of each situation/location.

Current First Aid Trained Staff

Staff members with a valid First Aid at Work certificate and appointed personnel are:

Jenny Matlock

Sue Ross

Staff members with a valid Paediatric First Aid certificate are:

Emma Murray

First Aid Equipment:

Having assessed our first aid need, together with the risk assessment of activities, will determine the level of first aid equipment required. All first aid equipment must be contained in a suitably marked container, ideally a green box with a white cross, and located in the main office and in each Early Years classroom; First aid boxes protect first aid items from dampness and contamination by dust, fumes etc; First aid kits contain items for administering first aid according to the HSE’s guidance. A First Aid belt is available to take on external school outings.

Monitoring of First Aid Equipment:

The First Aid Officer or the Appointed Person, inspects the first aid equipment on a regular basis and replace any items as necessary, paying particular attention to expiry dates, cleanliness etc.

First Aid Record Keeping :

Whenever a member of staff administers first aid for pupils the procedure is:

- Complete Accident Form
- Child to take home for parents to read and sign
- Form returned to school and filed in Accident Folder

Information on First Aid Arrangements:

Everyone at the school knows and understands the first aid arrangements. The names of their First Aiders are displayed on the notice board in the common room.

Implementation of the First Aid Policy:

Procedure for first aid provision:

Ensure that all members of staff are familiar with the first aid;

Display first aid notices in the building;

Carry out regular checks on first aid materials.

Duties and responsibilities:

It is the First Aid Officer's responsibility to:

Attend all calls for first aid assistance;

Ensure their own safety at all times;

Provide assistance at all times in compliance with their 'First Aid at Work' training;

First Aid Officers must be aware of the limits of their competency and when to call for an ambulance/hatzolah/assistance;

Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived;

Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training;

In the event of a head injury:

- Assess the injury eg: blood, dizziness, rash, sickness and call Hatzolah if necessary.
- Call parents and inform on every occasion of head injury

- Complete the accident form

Refer the patient onto hospital or to their own GP as appropriate if they are in the opinion that further treatment/attention is required;

Complete a 'Record of First Aid Administered at Work' form in ALL cases where treatment has been rendered;

Keep designated first aid boxes fully stocked and ensure that all items are within their expiry date.

Administering First Aid:

First aid can only be administered by staff holding a First Aid Certificate. Parental Consent form must be completed prior to administering medicine to pupils and before administering medicine it must be checked against Integris to ensure that we have this permission. When administering medicine to any pupil, visitor or staff member, the Record of Medicines Administered sheet must be completed.

First Aid on Outings:

For the EYFS a paediatric first aider must accompany all external outings. For KS1 and KS2 school trips, a staff member with either the pediatric training or the emergency first aid training accompanies the outing. The portable first aid belt must be taken on all outings and first aid must be administered only by the designated staff member.

Written February 2017

This policy is reviewed on an annual basis. However, if any issues relating to the policy should arise, the policy will be reviewed immediately.

Date of next scheduled review: September 2019