

---

# First Aid Policy

---



---

Amy Goudy

---

Adopted by Governors on:	Signed:  CHAIR	Signed:  PRINCIPAL
--------------------------	----------------------	--------------------------



## **FIRST AID POLICY**

In Bloomfield Primary School we consider the safety of our employees and pupils of paramount importance and we will provide first aid to anyone on our premises. The Health and Safety (First-Aid) Regulations (NI) 1982 require that adequate and appropriate equipment, facilities and personnel are provided to enable first-aid to be given to employees who are injured or become ill at work.

### **I TRAINED FIRST AIDERS**

We aim to have at least six trained first aiders in our school. The first aiders will review this policy each year to update changes in first aid procedures and staff.

### **2 ADMINISTERING, RECORDING AND REPORTING FIRST AID**

2.1 In Bloomfield Primary School we recognise that superficial injuries like small bumps, scratches and grazes often occur normally during children's play. Every teacher has been provided with a first aid book that will be filled every time there is a minor first aid incident and a box of plasters and wipes. There will be first aid books available in the school for first aiders to record incidents. The top slip from these books must be sent home with the child and the lower copy retained for school records. When a child has been treated by a first aider they will be given a first aid sticker along with the slip to clearly communicate to the class teacher that a first aid incident has occurred. It is the class teacher's responsibility to ask the child about the incident or contact the first aider to find out what has happened if they need more information.

2.2 The first adult on the scene should administer first aid and must ask for a trained first aider if required. Beside each first aid poster there is a 'Help' sign (appendix 3) displayed prominently to use in an emergency when a trained first aider is required.

2.3 During break and lunch times a first aider will be present in the globe library to deal with first aid incidents. If further assistance is required during break or lunch times the first aid teachers can be contacted. For minor incidents during the day the first aiders who are classroom assistants should be contacted first as the teachers are responsible for their classes. After 3pm the first aid teachers are on site for first aid support.

2.4 If the incident has involved a head injury or a first aider feels it necessary to seek a doctor's opinion then the following procedure should be followed:

- If a child has had a head injury the first aider or supervising adult must contact a parent or guardian and give them the option to collect their child and have the injury checked. Teachers/Supervising adults must be informed of all head injuries if the child returns to class.

- If a first aider assesses the injury and considers it advisable to see a doctor, the first aider/supervising adult must contact the parents/guardian and ask for the child to be collected from school.
- The first aider can find contact details on SIMs by using their own password or asking for details from the office.
- If the injury is of a serious nature then 999 (ambulance) must be telephoned immediately and the parent/guardian must be contacted as a matter of emergency. Instructions on Phoning 999 will be displayed at the reception telephone (Appendix I). If the parents/ guardians are not available then an adult from the school will accompany the child until the parent/guardian arrives.

2.5 In the event of a serious incident where a heart attack or similar event is suspected there is a defibrillator located beside the door in our school office. This can be used by trained staff members. This staff will be responsible for maintaining the defibrillator.

2.6 Every parent/guardian is required to fill in an information sheet at the start of each year to indicate allergies (including plasters). Therefore plasters may be used unless otherwise stated on this form. Each teacher must fill out a class medical form and return this to a first aider so this information can be centrally stored. Any allergies should be recorded on this medical form with procedures displayed clearly in the classroom in the child's classroom and the staff room.

2.7 Medicines must be kept in a green medical bag and left in a safe and obvious area in each classroom. A medication form should accompany each medicine to indicate how much should be given and when it is required.

2.8 Staff will be asked annually to provide information relating to medical conditions that may impact on their school lives. They will also be asked to provide an emergency contact.

2.9 If the child/adult has had treatment in hospital the principal will be informed and they will complete and forward a report form to SEELB.

### 3 FIRST AID SUPPLY BOX IN SCHOOL

3.1 There will be a central first aid kit in the photocopying room and four more first aid kits. They are stored in the Nursery, the KS1 corridor, KS2 corridor and a full first aid kit for the P7/MLD building.

#### 3.2 School First Aid Kits

The first aiders are responsible for monitoring and ordering first aid supplies. Ice packs are stored in the staff room freezer and will be collected from the staff room and stored in a cool bag during break and lunch times.

Contents are recorded in each first aid kit.

#### 3.3 Travel First Aid Kits

These bags are to be taken on all educational visits. There will be one bag for Nursery – Key Stage One and one bag for Key Stage Two. If there is a child with specific needs then a first aider must accompany this class on the trip. If there is no first aid available where the trip is being held a first aider must accompany the class.

Contents are recorded in each first aid kit.

**No tablets or medicines are to be stored in these bags.**

**Table 1**

School Member	Responsibilities
Teaching and Auxiliary Staff	<ul style="list-style-type: none"> <li>• Promote a safe environment where children are not put at unnecessary risk.</li> <li>• Encourage children to report accidents/ incidents to a member of staff as soon as they occur.</li> <li>• Act quickly to provide immediate first aid when required.</li> <li>• Seek advice/ support from trained first aider for all but the most minor of incidents.</li> <li>• Read the first aid slip, ask the child what has happened if they are wearing a first aid sticker or contact the first aider for more information.</li> <li>• Record all incidents in first aid books and send slips home.</li> <li>• Report incidents to the principal and complete SEELB accident form where necessary.</li> <li>• Adhere to school policy of confidentiality.</li> </ul>

<b>First Aid Staff</b>	<ul style="list-style-type: none"> <li>• Attend relevant courses and training.</li> <li>• Maintain first aid kits (shared responsibility among first aid staff)</li> <li>• First aid co-ordinator will carry out spot checks of first aid kits</li> <li>• Review and update policy with Health and Safety co-ordinator.</li> <li>• Provide first aid to pupils, staff and visitors when required.</li> <li>• Record all incidents in first aid books , use first aid stickers and slips home.</li> <li>• Report incidents to the principal and complete SEELB accident form where necessary.</li> </ul>
<b>Principal/ Board of Governor's</b>	<ul style="list-style-type: none"> <li>• Ensure there are an appropriate number of first aiders trained.</li> <li>• Ensure the first aiders are qualified.</li> <li>• Ensure the school environment is a safe.</li> <li>• Ensure first aiders carry out responsibilities.</li> </ul>

#### **First Aiders responsible for First Aid Kits**

These first aid kits must be checked and supplies replenished as often as possible. Mrs Goudy will do spot checks each term to ensure appropriate supplies are available.

<b>First Aider</b>	<b>First Aid Kit</b>
Mrs Orr	Photocopy room (daily use) first aid kit
Mrs Watterson	KS1/ KS2 corridor first aid kit
Mrs Embleton	P7/MLD first aid kit
Mrs Connolly/ Mrs Gordon	Nursery First aid kit
Mrs Carnduff	Travelling first aid kits

## **Appendix I**

Dial 999

Ask for the Ambulance service.

Clearly state your name and your location (Bloomfield Primary School).

State the name and age of the injured person.

Clearly describe the injuries.

Ask for advice in treatment if required.

Give clear directions to the school.

Our Address:

**Bloomfield Road South**

**Bangor**

**BT19 7PN**

Phone Number: **028 9127 1186**

Return to the first aider and inform them that the ambulance is on its way.

FIRST AID EMERGENCY

Help

FIRST AID EMERGENCY

Help

FIRST AID EMERGENCY

Help

FIRST AID EMERGENCY

Help

FIRST AID EMERGENCY

Help

FIRST AID EMERGENCY

Help