

*St. Francis' Primary School*  
*Drumaroad*



*First Aid Policy*  
*Spring 2021*

<b>Date Ratified</b>	
<b>Signature: Chairperson of the Board of Governors</b>	
<b>Signature: Principal</b>	

## **Policy Statement**

The Principal and Board of Governors of St Francis' Primary School, Drumaroad 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 St Francis' Primary School, Drumaroad recognise 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 SE Region procedure for reporting accidents.

It is important to remember that first aid it to be provided for accidents, emergencies or illnesses which are unexpected, unplanned and not part of a pattern or series.

## **Introduction**

**"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.

**The Health and Safety of all children at St Francis' Primary School is of paramount importance to Governors and all staff.**

This policy explains the practices in place to address the Health needs of the children which may be as a result of accident or medical conditions.

### **First Aiders**

The school has **two qualified First Aiders** who will assume responsibility for dealing with any serious First Aid matters and can be called upon to offer advice whenever required. They are:

- Mrs O'Neill (2019-2022) and
- Mrs Keenan (2019-2022)

(Both of whom have recently completed the First Aid at Work re-qualification Course training course).

**All staff received Epilepsy Awareness Training in August 2020.**

### **Personal liability**

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.

## **First Aid Equipment**

- This is kept in the First Aid cupboard in the staffroom with surplus supplies kept in the office store.
- All classrooms are supplied with a fully maintained First Aid Kit. Other First Aid kits are kept in the office and the kitchen.
- Cuts are cleaned using sterile alcohol wipes and where parental consent is given plasters are applied.
- Clear medical examination gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes.
- Each classroom is supplied with a box of these gloves.
- Ice packs are kept in the fridge in the staffroom and can/will be used to reduce the swelling for bumps and suspected strains and sprains. A cold compress will be used for head injuries when appropriate. If ice packs are used, then these are first enclosed in a purpose made cover to prevent contact with the skin.
- All medical waste is disposed of in a medical disposal unit.

### **Suggested Contents of a First Aid Box**

There are no legal requirements for the contents of a first aid box, but as a guide it may include the following items:

- A leaflet giving general guidance on first aid
- 20 hypo-allergenic plasters or micropore tape and melolin
- 2 sterile eye pads, with attachment
- Cotton Wool
- Lint dressings (of assorted sizes with micropore tape to attach)
- 6 medium sized individually wrapped sterile unmedicated wound dressings approximately 10 cms x 8 cms
- 6 safety pins
- 2 crepe bandages
- 2 triangular bandages
- Scissors
- Salt and water saline solutions
- Blue plasters
- Disposable gloves
- Fever/scan thermometer

The administration of tablets and other types of medicine is not a provision under first-aid at work. The only exception is where aspirin is used when giving first-aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines are not kept in the first-aid container.

## 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.

Concussions can be fatal, so everyone needs to know the signs. All staff are directed to be extra vigilant with head injuries - "**Recognise and Remove**". Parents and children are regularly informed about the dangers of concussions through information fliers and posters within the school. Parents must be notified immediately.

## Dealing with Bodily Fluids/Blood

### Aims:

- To administer First Aid, cleaning etc for the individual
- To protect the individual and others from further risk of infection
- To protect the individual administering First Aid, cleaning etc

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area
- Always use disposable gloves and apron (located in store) NEVER TOUCH BODY FLUIDS WITH YOUR BARE HANDS
- Clean the spillage area with diluted bleach in ratio of 1 to 10 (containers of which can be located in the caretaker's storeroom)
- Use designated blue bucket and mop from caretaker's room (Inform caretaker if used by leaving a note)
- Double bag all materials used and dispose of in outside bin
- Blood loss - If possible, give individual cotton pad to hold against themselves whilst you put on disposable gloves
- Always wash hands after taking disposable gloves off

## Off Site Visits

It is the responsibility of the teacher in charge to take a First Aid box with them on the visit. Small first aid kits are available in the staff room. All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children. The first aid equipment is regularly checked and managed by the Principal and Qualified First Aiders.

All minor accidents are recorded on an accident/incident book and this is kept in the school office. A copy of the accident recording sheet is sent home with the pupil. Any head bumps are recorded, and parents are informed by telephone. In the event of serious injury or concerns, witnesses/supervisors/teacher must provide information for the completion of an accident/incident report form, a copy of which is sent to the EA SE Region and directing the parent to take the child to see a doctor or visit an accident and emergency department to seek further advice.

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by parent or carer. All important medical information is provided for class teachers. Records about those children with particular medical conditions or allergies will be displayed on the notice board next to the first aid materials, Principal's office, kitchen and staff room.

All emergency phone numbers are kept in the contact file in the office. Medical information is located on SIMS in the office. All relevant information regarding medical conditions are passed on to the relevant teacher within the register, also the first aiders are aware of these.

Information regarding allergies/food allergies is kept on SIMS. The parent of each new child that starts within the school supply information regarding health issues, these are passed on to all relevant members of staff. The school cook will be notified of all children with food allergies.

St Francis' Primary School will not discriminate against pupils with medical needs. In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. They will include the following...

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

## **Asthma**

Parents of asthmatic children are asked to provide the school with a letter from their doctor indicating the necessity for their child to take the required inhalers and the specified dosage and frequency of each dosage. We also request that the school is provided with a spare inhaler. Inhalers are stored in the classrooms and the child has access to them at all times. Inhalers must be taken to each PE lesson by the child requiring this medication. We encourage children with asthma to participate in all aspects of the curriculum including PE. The school does all that it can to ensure that the environment is favourable to pupils with asthma.

## **Automated External Defibrillator (AED)**

**Taken from Manual for principals and governors, First-aid, 2018**

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.

## **Placement**

The Resuscitation Council (UK), (RC (UK)), state that as a practical guide, an AED should be no further than two minutes' brisk walk from the places where they are likely to be used. In order to achieve a good response time, priority should be given to areas of higher risk such as gymnasiums, sports fields, dining halls, cafeterias, assembly halls, and areas that are harder for the emergency services to reach.

They should be easily accessible to both employees and also community users of the building in an emergency.

**St Francis Primary School AED is located St John the Baptist Church, Drumaroad**

## **AED use procedure**

When responding to SCA incidents and intervening with an AED the following steps should be taken:

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others.
2. Confirm unresponsiveness.
3. Activate system:
  - a. At any public phone or mobile call 999.
  - b. At any school phone call main office and alert them to the emergency and location of unconscious person.
  - c. Main office staff will assign someone to retrieve AED and meet responder at scene of emergency.
  - d. The office staff will assign someone to wait at school entrance to direct emergency services to the victim's location.

4. Responder will immediately commence CPR prior to the arrival of the AED.
5. Follow operating instructions for AED.
6. Continue with CPR and AED until either victim regains consciousness or the emergency services arrive.

### **Training**

An AED can be used safely and effectively without previous training, and there may be times when trained members of staff are not immediately available to respond to a SCA. Provided a person is willing to use the AED they should not be prohibited from doing so. However, both the guidance to the first-aid regulations and RC(UK) state that users of AEDs should be appropriately trained. An AED information and awareness demonstration provided by a supplier would not be regarded as appropriate training. Regular refresher training should be carried out and a record kept of AED operator training.

Yearly training is provided by The Northern Ireland Ambulance Service for the members of the school and local community.