



## First Aid Policy (April 2017)

### Article 24

Each child has the right to the best possible health.

Following an assessment of first-aid needs using the guidance contained in the HSENI publication 'First-Aid at Work', a number of first-aid personnel have been appointed and trained. Posters giving details of the school's first-aiders are displayed in the staff room.

First-aid containers will be held in a designated room in each block. Containers will be checked on a regular basis by the appointed person and will be restocked as required. A travelling first-aid kit will be held in the school office to be used for educational visits. The person in charge of the trip should notify the office staff if any items are used.

Any accidents must be recorded on the board's accident report form.

#### First-Aiders

Qualified First-Aiders are:

Mr Justin Conville

Mrs. Deborah Davies

Mr. Gregory Law

Mrs. Nikki McKee

The First-Aiders listed above will provide first-aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first-aid cover for trips and visits, and extra-curricular activities organised by the school (e.g.

sports' events, after school clubs, parents evenings, school organised fund raising events, etc).

First-aid cover is not provided for contractors or events organised by third parties (evening events, etc). Access to first-aid equipment during the day and evening will be given if so required and requested.

First-aiders are responsible for ensuring that a record is completed for all treatment given and that the necessary details are supplied for the reporting of accidents. Green slips are completed to inform parents of any incident requiring treatment. Red slips are completed where a phone call home is required.

Parents are informed where there has been a bump to the head or any injury which may require further investigation. During the phone call parents are reassured that the child is fine (if appropriate) and that they will be informed if there is any change. If further investigation is necessary, parents will be advised of this.

## Treatment

### Day to day medical

The school will rely on the knowledge and experience of its trained first-aiders in order to administer the appropriate treatment to injured persons.

Where a member of staff requires immediate assistance a red triangle will be sent to the nearest adult.

In emergency situations the first-aider will call (or instruct another member of staff to call) 999 and request that an ambulance attend. Parents are also informed at this stage.

An adult will be sent to the school gate to meet the ambulance and direct it to the casualty. The Principal and school office will be informed at this stage.

A second adult will ensure that the necessary gates are open and the playground cleared (if required).

### Escorting pupils to hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff, unless the pupil's parent or carer is in attendance.

This may not be possible if there is an external visit or trip and only one staff member is present, as the staff member will have a duty of care to the rest of the group and need to stay with them.

The member of staff may travel to the hospital in their own vehicle, rather than the ambulance with the child, unless the child is overly distressed or confused. This decision should be made in conjunction with the attending paramedics and the parent or carer if contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty. The member of staff will stay with the pupil until a parent or guardian arrives.

This policy is reviewed annually.