

Rathmore Primary School



First Aid Policy

Date Ratified:	May 2026
Date of Review:	In line with the school's schedule for policy review.

This policy has been written following a consultation process, ratified by the Board of Governors and communicated to the school community as required. It will be monitored and reviewed as part of the school's policy review schedule.

First Aid Policy

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 around the school.

First-aid equipment will be held in a designated room in each year group block. First aid will be replenished and restocked as required. Travelling first-aid kits are stored in the Computer Room and can be used for educational visits. Any first aid items used are replenished afterwards. The Defibrillator can be located in the Staffroom.

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

The First-Aid Team will provide first-aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first-aid cover for residential trips and extra-curricular activities organised by the school for the children.

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.

All staff 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. A proforma is completed and uploaded to Seesaw, to inform parents of any incident requiring treatment.

An email is sent to the office 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. In addition, for head injuries, the School Office will email the DE Concussion information leaflet. 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 will stay with the pupil until a parent or guardian arrives.