



# **St. Mary's Primary School & Nursery Unit, Killyclogher**

## **First Aid Policy**

Review of Policy	September 2023
Ratification of Policy by the Board of Governors	November 2023
Next Review Date	September 2026

## **POLICY STATEMENT**

The Principal and Board of Governors of St. Mary's Nursery and Primary School, Killyclogher, 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 to the School.

The staff of St. Mary's Nursery and Primary School 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 Education Authority (Western Region) procedure for reporting accidents.

## **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.

## **STATEMENT OF FIRST AID PROVISION**

The School's arrangements for providing First Aid will:-

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using the relevant form to the Education Authority (Western Region);
- Record all occasions when First Aid is administered to employees, pupils and visitors;
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with Education Authority (Western Region) to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that First Aid treatment was given to the child.

## **ARRANGEMENTS FOR FIRST AID**

The school has the required number of designated First Aiders and the school will provide materials, equipment and facilities to provide First Aid.

All other school-based staff have regular opportunities to attend 'Emergency First Aid at Work' Training in support of the designated First Aiders.

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal and the Teacher(s) in charge of the visit will ensure at least one First Aid Kit is taken along.

## **INFORMATION ON FIRST AID ARRANGEMENTS**

The Principal will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

## **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. Where emergency treatment is not required a 'Head Bump' notification will be provided to the parent/guardian by telephone or, if no contact can be made with parent/guardian, in writing.

## **TRANSPORT TO HOSPITAL**

The Principal, or person in charge in her absence, will determine the appropriate action to be taken in each case.

Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility.

If no contact can be made with parent/guardian or other designated emergency contacts then the Principal may decide to transport the pupil to the hospital.

Where the Principal, or person in charge in her absence, makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

# FIRST AID

**Designated First Aiders are:**



**Mrs  
McAuley**



**Mr  
McKenna**



**Mrs  
Quinn**

**If the injury or illness is life-threatening,  
dial **999** and provide the school address:**

St. Mary's Primary School,  
122 Old Mountfield Road,  
Omagh,  
BT79 7LT



**A First Aid Kit and Defibrillator is kept in the  
School Office, near reception.**