

# Kircubbin Integrated Primary School



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### Policy Statement

The Principal and Board of Governors of Kircubbin Integrated Primary School 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 Kircubbin Integrated 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 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 8th 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 relevant form to the Education Authority;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements 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 (eg 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 will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

- The main office on the shelving.
- P1 Classroom.
- The Staffroom on the sink unit.
- P7 mobile classroom.
- A mobile kit will be stored in the main office for trips or outdoor activities.

### **A standard First Aid Kit will contain the following items:**

- Leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra large wound dressings
- 1 pair of disposable gloves
- Ice packs - kept in the freezer in the staffroom and dinner hall.

Soap, water and disposable drying materials - all toilet areas and in classrooms. Disposable gloves- Boxes of disposable gloves are stored in the general office beside the first aid box and in Primary 1 classroom.

The First Aid Team ensures staff have some disposable gloves in their classrooms. The contents of the Kits will be checked on a regular basis by the first aid team.

The staff trained in first aid are:

- Mrs Caroline McFarland
- Mrs Joanne Breen
- Miss Susan Ritchie
- Mrs Joanne Gilmore
- Miss Emma Anderson

Before undertaking any off site activities, the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

### **Information on First Aid Arrangements**

The Health and Safety Officer 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.
- Recording First Aid administered on relevant accident forms.
- Teaching staff or classroom assistant's complete accident forms if they are: in charge when an accident occurs.
- Lunchtime supervisors' complete accident forms if an accident occurs during lunchtime.

These forms are given to the office to be passed to the Principal and these are forwarded to the EA Legal Section.

### **Information on Infection Control**

To minimize risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel should cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood should be wiped away using a clean cloth or handkerchief. Disposable nitrile/vinyl gloves should be worn whenever blood, or other body fluids are handled, and disposable materials, such as

paper towels should be used to mop up any substances. All disposable items should be disposed of in plastic bags. Contaminated work areas should be suitably disinfected and soiled clothing should be washed on a hot cycle. If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

### **Communication with parents**

Most injuries which occur in school are minor cuts and scrapes. These are dealt with appropriately by the first aider. An injured child is never left alone and normally stays with an adult until a parent arrives to take them home. In the event of a serious medical emergency the principal/vice principal will seek the assistance of other trained adults and will send an adult to phone 999 for an ambulance.

### **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. Teachers will ensure that the school will always phone the parent/guardian and inform them of the incident. A bump note will also be sent home with the pupil with information regarding general concussion/head injury information on the reverse. (see EA Notification to parent of head injury – Appendix 1) If appropriate, pupils will be sent home for observation and rest. All cases, however, will be noted.

### **Transport to hospital or home**

The principal or vice principal 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 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. In addition the Principal will ensure that signs are displayed throughout the School providing the following information: -

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Box. All members of staff will be made aware of the School's First Aid Policy. No member of staff should attempt to give First Aid unless they have been trained.

### **Head Injury Letter**

Dear Parent/ Guardian

Your Child ..... received a bump on their head today whilst attending School.

Description of how head injury occurred

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A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

**Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.**

Yours faithfully