

BELFAST BOYS' MODEL SCHOOL



FIRST AID POLICY

Policy Statement

The Principal and Board of Governors of Belfast Boys' Model School accept their responsibility under the Health and Safety (First Aid) Regulations (NI) 1982 and acknowledge the importance of providing first-aid to pupils, employees and visitors who are injured or become ill in Belfast Boys' Model School.

The staff of Belfast Boys' Model 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 procedure for reporting accidents.

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or has 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.

First Aid Provision

- All employees have a duty to provide appropriate care and support to our children.
- The school will ensure that at least eleven members of staff are provided with regular training to maintain their First Aid qualifications.
- Appropriate equipment and materials for First Aid are provided.
- On all occasions when First Aid is administered to employees, pupils and visitors a record should be kept, and parents/guardians will be notified.
- As appropriate to the degree of injury, accidents should be reported to EA using the relevant form.

Arrangements for First Aid

The School will provide materials and equipment and facilities to administer First Aid. The Medical Room has a First Aid kit and mobile kits are also available for school trips or attending to First Aid elsewhere in the building.

Basic hygiene procedures must be followed by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment.

The contents of the First Aid kits will be regularly checked by the appointed person, or the Pastoral Vice-Principal.

The names and photographs of the School First Aiders are displayed in reception and are available in the staff MS Team.

Before undertaking any off-site activities, the level of first aid provision will be assessed by the Pastoral Vice-Principal and, if necessary, a First Aid Kit will be taken along. All teachers will check medical information of their class or the pupils going off site and ensure relevant first aid/medical equipment is also brought in a separate bag, e.g. inhalers, Epi Pens.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive/Education Authority as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- When necessary ensure that an ambulance or other professional medical help is called.
- To ensure first aid boxes are restocked as required.

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

In addition, the Pastoral Vice-Principal will ensure that signs are displayed throughout the School providing the following information:

- The names of First Aiders.
- Locations of the First Aid Boxes.

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 medically trained.

Accident and Injury Reporting

- All minor accidents or injuries that have required first aid treatment to be administered should be recorded on the online Accident log.
- AR1 form completed for major injuries, which is then sent to the Education Authority  A copy of the forms are retained by the school.
- The accident report form should, where possible be completed immediately after treatment being administered or at the earliest possible convenient time thereafter.
- Parents/ carers will be informed of accidents/injuries if First Aid is administered.

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.

Parents/ carers will be informed of all knocks or bumps to a pupil's head regardless of whether emergency treatment is required. This should be done as soon as treatment has

been given, by telephone. An EA Head Injury letter must be sent home with any pupil who has bumped their head.

Transport to hospital or home

The appointed person, in conjunction with the Pastoral 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/ carer will be notified. If hospital treatment is required, then the pupil's parent/ carer will be called for them to take over responsibility. If no contact can be made with parent/ carer or other designated emergency contacts then the Pastoral Vice-Principal may decide to transport the pupil to the hospital.

Where the Pastoral Vice-Principal makes arrangements for transporting a child then the following points will be adhered to:

- 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

Illness

Any sick or ill children will be seen in the first instance by their subject teacher. If felt necessary, Teacher on Call can bring the child to the Medical Room. If required, medication including painkillers, antihistamines or indigestion remedies can be provided if, when contacted by the appointed person the parent/carer gives verbal consent. If the pupil needs to go home, the parent/ carer will be contacted to make suitable arrangements.