

Sunnylands Primary School First Aid Policy

Rationale

In accordance with the Health and Safety Regulations (First Aid) 1982, the staff of Sunnylands Primary School will abide by the following policy in situations where it is considered that first aid is required.

It is the policy of Sunnylands Primary School to provide emergency first aid to any person who is within the premises and grounds or to any pupil or member of staff on an educational visit outside school.

Procedure

Members of staff will be given initial training in first aid techniques from a qualified body recommended by NEELB. At least two members of staff will be recognised as qualified first aiders and will hold a first aid certificate that will be maintained on a regular three-year basis. The school will provide update training for qualified first aiders who will brief other members of staff and update the first aid policy.

First aid kits will be sited as follows.

	Where?	Position of key.
<u>Metal First Aid Box</u> (Children's emergency drugs kept here.)	In the staff room, on the wall next to the door.	Hung up on a hook at the sink side of the teachers' cubby hole.
First Aid Bag (May be used on educational visits)	In the staff room, below the metal first aid box	
<u>Metal First Aid Box</u>	On the window-sill in the upper corridor opposite Room 9.	Sitting on the top of the hinge of the window.

Cupboard containing the rest of the first aid supplies.	Under the sink in Room 3.	
Gel packs and Gel pack covers.	Gel packs in freezer section of staff fridge in staff room. Gel pack covers in bottom cupboard beside dishwasher.	

It will be the responsibility of the qualified first aider to maintain these boxes.

First aid kits will contain:

- Waterproof adhesive dressings (smaller sizes)
- Sterile eye pads
- Triangular bandages
- Large sterile dressing pads *
- Medium sterile dressing pads *
- Packs of sterile gauze swabs (5 X 5cm)
- Sterile non-adherent absorbent dressings (5 X 5cm)
- Surgical tape (2.5 cm wide)
- Blunt end scissors
- Vinyl gloves*
- Alcohol free antiseptic wipes*
- Safety pins*
- Sterile disposable plastic tweezers
- Size 01 tubular finger bandage with applicator

- Included in travelling first aid kit.

In all first aid situations, the first teacher on the scene will administer immediate first aid. Assistance from the first aider will be sought as necessary.

Superficial injuries, such as small bumps, scratches and grazes, occur regularly in all children as part of normal play. Where the child is cleaned up and judged to require no further attention but is fit and happy enough to remain in school the child will be told to inform his/her parents of what happened and the treatment given (washing, small plaster, etc) In the case of Primary One or Two children the class teacher will inform parents about any first aid administered.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a medi wipe and, if necessary, a plaster. Parental permission will be sought at the start of the school year as to whether the child can wear a plaster. Children who are allergic to plasters will be given an alternative dressing. Minor cuts do not need to be recorded in the accident file.

Any first aider can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Major cuts should be recorded in the accident file and parents informed.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Any incident that is believed to have involved a knock to the head will be reported to the child's parents without delay. If the child remains pale or shaky, is sleepy or vomits as a result of the accident, or if there is significant bruising or bleeding, the parents will be contacted as soon as possible.

If the injured child/adult requires medical treatment they will consult with the Principal and;

- Arrange for the emergency services (999) to be called if necessary
- Arrange for parents to be informed
- Arrange for the child/adult to be transported to Whiteabbey/Antrim A&E by ambulance.

Calling the emergency services

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the staff, should wait by the school gate on Sunnylands Avenue and guide the emergency vehicle into the school.

The principal and/or senior teacher will be informed of all but the most minor incidents requiring first aid and an accident report form will be completed and forwarded to NEELB. Decisions upon the need for medical attention will be made in accordance with the Policy relating to Medical Assistance in the Case of Accident or Illness.

Parents will be consulted annually about medical conditions relating to their childrens' school life. Details relating to first aid will be made known to staff.

Record Keeping

A slip will be sent home with each child if any form of first aid has been given. A school record will also be kept. For more serious incidents the NEELB forms will also be filled in and directed to the relevant department.

Review

The Board of Governors will review this policy every two years unless guidance changes.

Current First Aiders – Trained in August 2013 – Mrs Curry, Mrs McNeill, Mrs Peden and Mr Smith. Mrs McNeill and Mrs Gray are trained in HeartStart. Miss Dines – trained in September 2014