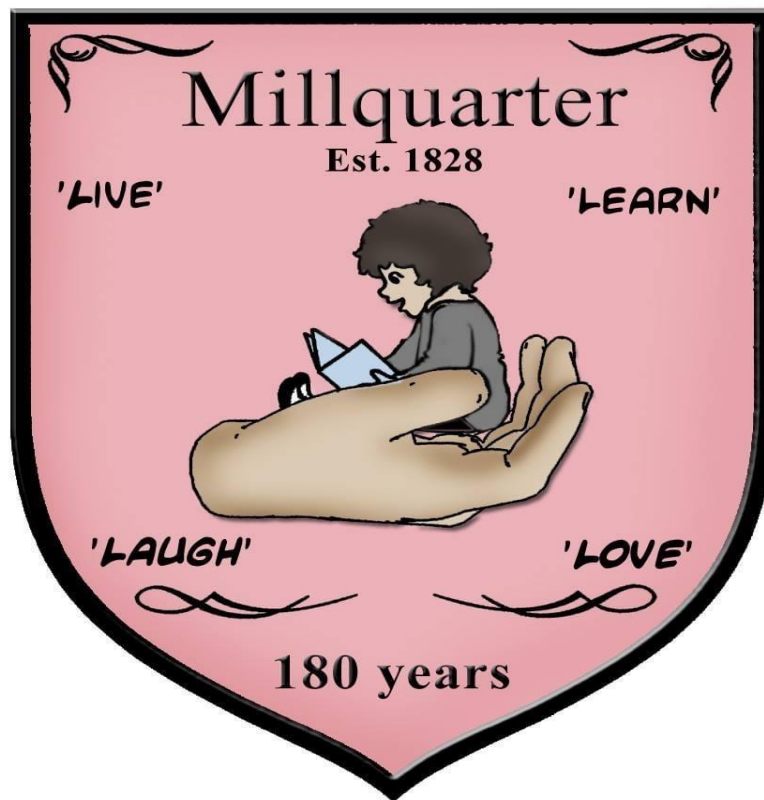


# Millquarter Primary School

## First Aid & Emergency Treatment Policy



**2023**

## **RATIONALE**

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety (First Aid) legislation (NI, 1982) we have a duty to ensure that there are adequate and appropriate equipment, facilities and personnel to enable first aid to be given.

## **Aims**

The aims of this policy are to:

1. Formulate and implement effective procedures for incidents requiring first aid;
2. To ensure that all reasonable steps are taken to maintain the health and welfare of everyone using the premises;
3. To establish and maintain safe working procedure amongst staff and pupils;
4. To develop first aid awareness amongst staff, pupils and other stakeholders.

## **ROLES AND RESPONSIBILITIES**

The Governors and Principals are responsible for approving, implementing and reviewing the First Aid Policy; ensuring that all staff are aware of it and arranging training for designated first aiders.

The Designated First Aiders are responsible for ensuring their training certification is valid, maintaining the correct content of all first aid boxes and administering basic first aid when necessary and appropriate.

Teachers and Assistants are responsible for supervising their pupils at all times and overseeing the handover at break and lunch time to other appropriate adults.

Supervisors are directly responsible for the supervision of pupils and ensuring health and safety guidelines are adhered to.

All staff must ensure that they have read the First Aid Policy and signed the training record.

## FIRST AID PROVISIONS

Mrs Dympna Storey and Mrs Aileen McWilliams are the designated first aiders and both hold a First Aid at Work Certificate, expiry date: November 2026.

There are two first aid kits kept in the school office, one for school use and the other for taking on trips and outings. Both are easily accessible to adults and kept out of reach of children.

All serious accidents are reported online via the EA accident reporting site. They are recorded on the day they happen. All hospitalizations due to accidents and injuries must be reported to the principal.

Parents/Carers are informed of serious accidents, injuries sustained and/or first aid treatment given to their child whilst in school.

Parents must be informed of a serious head injury by phone detailing the nature of the incident, first aid administered and offering the parent the option of collecting the child immediately. Should the parent choose not to collect the child he/she will be kept under close observation and a note of the incident recorded via seesaw.

Minor head injuries are recorded using

# I've had a bump!

Dear Parent or Guardian,

\_\_\_\_\_ had a bump today.

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



This is photographed and sent to parents via seesaw.

The following message regarding head injuries is communicated to parents at the beginning of the school year;

We request that you observe your child, after a head injury, for 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 nearest accident and Emergency Department if you notice any of the above symptoms following a head injury.

In the event of a very serious injury, parents must be contacted immediately. If it is the considered opinion of staff that immediate professional help is required, an ambulance will be called. Parents will be kept informed of the developing situation. Very serious injuries are considered to be severe bleeding, burns, scalds and/or unconsciousness.

## **INFECTIOUS AND COMMUNICABLE DISEASE**

Parents/Carers will be notified if their child becomes ill and needs to go home. Sick children will be kept safe and under observation until they are collected. If a child has had to go home prematurely due to illness, he/she should remain at home for at least 24 hours, or according to the times set out in the Guidance on Infection Control in Schools.

**MONITORING AND REVIEW**

This policy will be reviewed and updated every four years and presented to Governors for approval.

Signed (Principal).....

Date.....

Signed (Chair of Governors) .....

Date.....