



First Aid Policy

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. Under duties set out in the Health and Safety (First Aid) Regulations 1982, Loughries Integrated Primary School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the school.

Staff

Miss Cullen is our Designated First Aid Trainer

All Staff are trained annually each year in Basic First Aid.

Provision First Aid Boxes/Rucksacks/Defibrillator

Two First Aid boxes are mounted on the canteen wall and the Staffroom wall. Each classroom has their own First Aid Rucksack. A Fire Blanket is available in the canteen. When classes leave school to go to the Church for P.E. or go on trips the class teacher is responsible for the First Aid Rucksack for their class. A defibrillator is kept in the Staffroom.

Medical Report

A SIMS Medical Report is updated and printed off annually for the class teacher. Data form information for each child is updated annually on to SIMS and a paper copy for each child is securely stored in the secretary's filing cabinet.

Care Plans

Children with acute medical conditions have completed Care Plans displayed in the Staff Room and in each child's classroom First Aid Rucksack. All staff are trained in the use of an Epi-pen and the use of the Defibrillator. A classroom assistant is trained annually to support a Diabetic child and has 15 hours a week to support the child's needs. The care plan is completed with the Diabetic Nurse. Teaching Staff receive Diabetic training when the child is in their class. Medicines for individual children with Care Plans are stored in the First Aid Rucksack for their class in a clearly labelled bag.

Administrating First Aid

Staff should take cognisance of the Code of Conduct for Employees and the advice about self-protection, when administering First Aid. A First Aid box containing masks, gloves and aprons is stored on the shelf in the disabled toilet area. Staff should be conscious of Child Protection issues, bearing in mind the gender, age and intimacy of any first aid applied. The Administration of Medicines Policy will be applied in circumstances where requests are made for prescribed medicines to be administered during school hours. In normal circumstances no other medicines should be brought into school by a pupil.

Procedure (Injury) Most First-Aid in a Primary School usually deals with minor bumps and bruises and is dealt with by the most convenient Staff member. Should a more serious injury occur, the Designated First Aider should take charge, but if unavailable, then the Principal in consultation with the class teacher should decide upon appropriate action. The First Aider will assess the injury and decide whether the parent should be contacted and if so; the injured child will be kept comfortable and will be monitored closely until the parent arrives. All head injuries where there are signs of concussion and other serious injuries should be reported immediately to parents. In the case of head injuries, the person phoning the parent should ascertain as much information as possible before the phone call and relay as much information as possible to the parent. If there is any doubt regarding the seriousness of the injury, please consult the Principal.

If the situation requires an ambulance to be called, parents/carers will be contacted immediately and if parents/carers are unable to travel in the ambulance then a member of staff will accompany the injured child. The school's responsibility ceases as the child is entrusted to the care of the NHS ambulance personnel. A member of school staff cannot give permission for any treatment at casualty: The Accident and Emergency staff will have to decide over questions concerning blood transfusions, haemophilia etc. The Principal and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the school's policies or procedures, and act accordingly, making suitable adjustments where necessary.

Red Triangle

A red triangle is displayed in every room within the school, should a staff member be on their own when an accident occurs then two children can be given the red triangle and take this to the nearest staff member for extra help. The red triangle has the staff members name on or the room on the back so the staff member knows where the help is required.

Recording/Reporting Injuries

It is the responsibility of the staff member who witnesses an accident to record this in the accident report booklets and ensure the class teacher is aware of the accident. The slip is signed by two staff members e.g. one Teacher and one CA or two Teachers. The copy slip is handed to the parent at pick up time. All completed accident books are stored in the secretary's secure filing cabinet.

Education Authority Accident Form: An Education Authority Accident Form, found in the Secretary's Office may need to be completed and if so, should be completed by the adult who witnessed the injury or to whom an injury was initially reported. If you are unsure as to whether an Accident Form should be completed, please consult the Principal. The Education Authority online Accident Form is completed by the Principal. All copies are stored in the secure filing system within the secretary's office. If a child is injured and you have concerns about the severity of the injury again, please contact the Principal.

Accidents off site

Should an accident occur off site, the incident should be recorded at that location following their procedures and in the accident report booklet within the First Aid rucksack. Parents will be informed of minor injuries using the accident report slip. All Teachers will also make every effort to communicate verbally with the child's parent/carer during collection at the end of the school day.

Illness

Loughries Integrated Primary School is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

Procedure

An incident of illness will be treated as per injury procedure. If a child is feeling unwell then they will be monitored closely in class until a decision can be reasonably made as to whether they are able to remain in school. If a child is feeling unwell and is deemed too sick to remain in school, then the child will be made as comfortable as possible and kept under close supervision. The child's parents will be contacted so that they can collect their child. If a child is unwell then parents will be contacted to make them aware of this. The onus is put on the parent as to whether their child should remain in school or be collected. If there is concern about a serious illness, then the Designated First Aider will decide if an ambulance is required. From this point on, the provisions of the Public Health Agency Guidance on Infection Control in Schools and other Childcare Settings will govern the child's return to school if applicable.

Head Lice

When a case of head lice is discovered at the school, the situation will be handled carefully, sensitively and safely. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions in school. When the child concerned is collected, their parent/carer will be informed in a sensitive manner. Other parents/carers of children in that class will be informed as quickly as possible in writing, including advice and guidance on treating head lice.

Reviewed: February 2022

Ratified by Governors: February 2022

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