



FIRST AID POLICY

March 2018

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The care and safety of all children is a top priority at Tullygally Primary School and Nursery Unit.

ACCREDITED LEVEL 1 FIRST AIDERS

Tullgally Primary school and Nursery Unit currently has three Level 1 First Aiders:-

- Mrs Devlin
- Miss Slevin
- Mrs McLaren

They renew their Level 1 certified training every 2 years.

All other members of staff and Classroom Assistants completed first aid training in October 2016. They are also available to give assistance in treating minor cuts and injuries.

All staff has been trained to use a Defibrillator and Epipen in October 2016.

LOCATION OF FIRST AID KITS

A central first aid kit is maintained and kept in the Primary 4 classroom at all times.

A second smaller kit is kept in the staffroom.

A third kit is kept in the Nursery store.

In the event of injuries occurring staff are to

- Be accompanied by another pupil or adult when administering First Aid in accordance with Child Protection Guidelines and Advice
- Only use water to clean wounds
- Not administer or use any form of medication i.e. paracetamol, burn creams, antiseptic creams, eye drops
- Apply Sticking plasters with parental consent

Consent forms must be completed by parents/guardians at the beginning of each school year in relation to:

- ✓ The provision of updated contact numbers in case of an emergency
- ✓ Use of sticking plasters
- ✓ Use of inhalers
- ✓ Use of Epipens
- ✓ Medical conditions
- ✓ Allergies

RESPONSIBILITY FOR SEEKING FURTHER MEDICAL ATTENTION

In the event of a pupil requiring further medical attention it is the responsibility of the parent/guardian to accompany their child to the nearest medical facility or hospital if they have been contacted by the school.

Where this causes extreme difficulties for parents or in the event of a parent/guardian **not** being available,

- The Principal, first-aider or teacher with responsibility at the time, will make a judgement as to the seriousness of the situation and will act accordingly.
- In the event of a pupil requiring immediate attention two members of staff may transport a pupil to the local Health Centre/Hospital and will remain with the pupil until the parent/guardian arrives.
- The school will contact Parents/Carers using the emergency contact numbers, should a pupil become ill and/or be involved in an accident.
- Both members of staff will remain at the medial facility with the pupil until a parent/guardian arrives.

ACCIDENT FORMS

All incidents where First Aid is required will be recorded in the First Aid notebook within the First Aid Box. In the Nursery incidents are recorded in the First Aid Notebook in each classroom.

In the event of serious incidents a further Accident Report Form is completed by the Principal, first-aider, class teacher or Supervisor after consultation with the child and with any other witnesses to the accident.

Accident Report Forms are forwarded to the Education Authority after any serious accidents/incidents.

PROCEDURES FOR ADMINISTERING FIRST AID AS THE RESULT OF AN ACCIDENT

In the event of a pupil or adult requiring First Aid the following steps are followed in relation to dealing with the injuries:-

MINOR WOUNDS

- Pupil to be accompanied by an adult to P4 classroom (preferably with another pupil or adult) or in the Nursery classroom
- Wound to be cleaned with water only
- Plaster/dressing to be applied if wound doesn't stop bleeding (Plaster to be applied only if child has parental/guardian consent)
- Name of pupil/adult, class, details of position of wound to be recorded in First Aid record book
- Adult accompanying to sign
- Parent/Guardian to be notified when collected from school

MAJOR WOUNDS

- Pupil to be accompanied by an adult to P4 classroom (preferably with another pupil or adult)
- Wound to be cleaned with water only
- Level 1 First Aider to assess wound and administer First Aid
- Principal to be informed
- Parents to be contacted to take pupil to nearest medical facility to have wound medically assessed
- Name of pupil/adult, class, details of position of wound to be recorded in First Aid record book
- Adult accompanying to sign
- Accident form to be completed

HEAD WOUNDS

- Pupil to be accompanied by an adult to P4 classroom (preferably with another pupil or adult)
- Wound to be cleaned with water only, if bleeding
- Level 1 First Aider to assess wound and administer First Aid
- Ice pack to be applied to head wound
- Principal and class teacher to be informed
- Parents to be contacted to take pupil home to monitor or to take to nearest medical facility for further assessment

- If a minor head wound - and parents decide the pupil should remain in school - pupil will be monitored by class teacher
- If a major head wound - where the pupil is sick, loses consciousness or complains of a severe headache/blurred vision - Principal will ring for an ambulance
- Name of pupil/adult, class, details of position of head wound to be recorded in First Aid record book
- Adult accompanying to sign
- Accident form to be completed

NOSE BLEEDS

- If a pupil has a prolonged heavy nosebleed
- Parent/guardian will be contacted and asked to take their child to a medical facility for assessment
- Minor nosebleeds - parent/guardian to be informed on collection at hometime

OTHER SERIOUS INJURIES

In the event of a serious accident/incident occurring on school premises/outing

- The teacher or Supervisory Assistant notifies the Principal immediately
- First aid is administered
- Emergency call for an ambulance if required or
- The parents contacted and the pupil sent to the nearest medical facility/hospital.
- Accident Form completed

EDUCATIONAL OUTINGS

A first aid kit and Epipens are to be taken by the teacher in charge on educational trips for use in the event of accidents or emergency situation.

If an accident or emergency situation arises

- Teacher will contact the school after First Aid has been administered
- Parents will be contacted by the school and provided with information necessary.

PUPILS REQUIRING MEDICINES DURING SCHOOL HOURS

- Parents are responsible for the administration of medicine to their children.
- In the event of prescription drugs being necessary, a parent/guardian may come to school to administer this.
- Medication of any type must not be carried around the school by any pupil.

- Teachers/School staffs are not under any obligation to administer medication to pupils.
- If a teacher/staff member does consent to administering medication clear written consent must be obtained with written authorisation on administration must be lodged with the school's office staff as early as possible in the morning.
- The smallest practicable dose should be brought to the school by a parent/guardian with clear written instructions for administration, giving the name of the pupil and the prescribed dose. (Glass containers should not be carried by pupils).

CHILDREN WITH MEDICAL CONDITIONS THAT MAY REQUIRE FIRST AID

There is a Medical Board in the staff room displaying information on pupils with medical conditions who may require First Aid. This information is also available in the pupil's classroom in a clear box which also contains any medication the pupil may require in an emergency. Parents are required to update any changes to medical information as soon as possible. A medical care plan will be completed at the beginning of each new school year by School and Parents.

EPIPENS

There are children who have anaphylaxis (severe allergic reactions to wasp stings, nuts, eggs) in the school. Staff have been trained in the administration of Epipens. Parents must provide two Epipens to be kept in school at all times.

Epipens will be kept in the classroom and taken with the pupil when they move around the school i.e. Library, PE They are to be held in The Dove's Nest during Break and Dinner times when pupils are in the school playground.

Pupils who require the instant use of EPIPENS, should they have a reaction

- Administer first Epipen
- Principal/staff member to contact paramedics immediately.
- Contact Parents.

INHALERS

Throughout the school we have many children suffering from asthma. These children should

- Leave an inhaler with the class teacher with instructions on administration and place in the medical box in their classroom.

- These inhalers should be brought on any excursion that involves pupils being away from the school, including visits to the Library, swimming pool, sports field, etc.
- If teachers are concerned about the welfare of a pupil they should contact the office immediately and inform the Principal.

OTHER MEDICAL CONDITIONS

Teachers, who have children with diabetes or any other medical conditions which require regular monitoring or administration of medication in their classrooms, are aware of the procedures to follow.

It is the responsibility of parents to ensure that all medication is clearly labelled with the pupil's name, dosage and when to administer medication. Parents must also ensure that medication is replaced when necessary. Such medication will only be kept in school on the receipt of a signed letter from the named doctor or asthma nurse.

Signed-

Principal _____

Chairperson B.O.G- _____

Review Date- March 2019