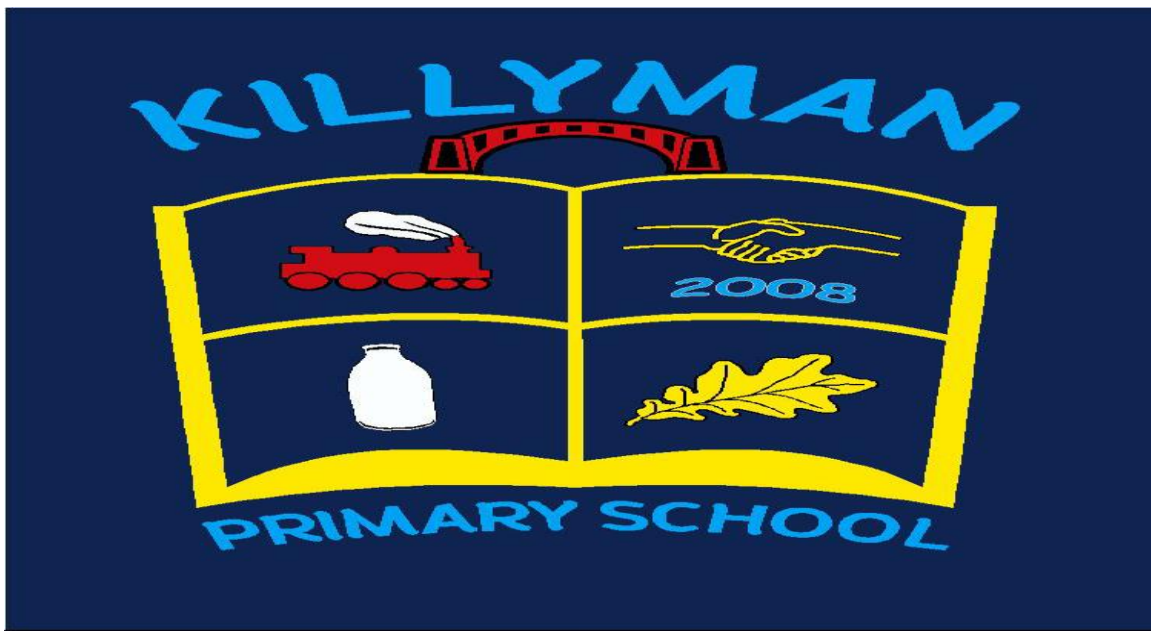


Killyman Primary School



First Aid Policy

Reviewed November 2018
Next review November 2019

At Killyman Primary School we foster a caring environment and attitude amongst all children and staff. In this environment we place high value on the health, safety and well being of all those who are enrolled at the school, employed at the school and members of the public who have reason to be on our premises. To ensure the health, safety and well being of all those who may be on our premises we have implemented this policy. The contents of this policy is indicated below and addressed in appropriate detail in the following sections.

1. First Aid policy
2. Emergency procedure policy
3. Appendix

The contents of this policy will be made known to all staff. All staff will be given a copy of this policy and will be expected to keep themselves familiar with the contents. This is to ensure that in the unfortunate scenario that an emergency or injury was to occur the correct procedures would be effectively and efficiently implemented.

First Aid Policy

Qualified First Aider(s):

The designated first aiders at Killyman Primary School are:

Judith Haffey (P3 teacher), most recent first aid training valid: 9/10/18- 9/10/21
Victoria Halliday (P2 teacher), most recent first aid training valid: 5/12/18- 5/12/21
Richard Nelson (P7 teacher), most recent first aid training valid: 2/10/18- 2/10/21
Kelda McKay (classroom assistant), most recent first aid training valid: 22/11/17-
22/11/20

They have each successfully completed the First Aid at work course as recommended and organised by the Education Authority Southern area. This training is valid for 3 years when a refresher course will be required.

Persons who may receive emergency first aid:

We are legally only required to provide first aid to those persons employed at the school. As we feel that we have a duty of care towards the children at our school and members of the public who have reason to be on our premises we will also offer emergency first aid to these persons. Emergency first aid will only be administered to the children at Killyman Primary School whose parents have given written consent. A consent form for this will be issued to the parents of each child upon beginning Killyman Primary School, the decision on this form will last for the duration of the child's time at school. If a parent wishes to change any information on this form or to withdraw consent for first aid to be administered it is their responsibility to inform school by contacting the secretary in the school office or the school principal. If no consent has been given no emergency first aid will be administered by the first aider. All persons who are eligible (according to the above statement) to receive first aid will be given emergency first aid as long as there is no danger or risk to the health and safety of the first aider. Where the safety or health of the first aider may be compromised emergency first aid will not be administered.

First aid room:

There is a legal requirement for every place of work (including schools) to either have a first aid room, or a room that can quickly be changed into a first aid room and used for such purposes. At Killyman Primary School the staff room will be used for this purpose. It has been equipped with a first aid kit and a 'bed' for any injured person who may require this facility. A first aid box will be kept on the wall of the staff room to allow for the appropriate treatment of injuries. Any person requiring the use of the first aid room will initially be treated by the first aider. If rest is required by an injured or unwell person their next of kin/ those with parental responsibility will be informed and asked to collect the unwell person who will be supervised in the first aid room (by the qualified first aider) until they are collected.

First aid equipment

Fully equipped (20 person) green first aid boxes will be kept in the staff room (also used as first aid room when necessary), in the front entrance hall, in the assembly hall, outside the Primary 2 classroom, outside the Primary 3 classroom, in the cloakroom at the rear entrance to the school building and in each of the first aider's classrooms. A fully equipped first aid kit will be brought on any trips.

The contents of each first aid box will be maintained as supplied and contains:

guidance leaflet (1)

Resuscitation Face shield (1)

triangular bandage (2)

nitrile disposable gloves (6 pairs)

eye pad sterile dressings (2)

small dressing (4)

medium sterile dressings (4)

large sterile dressing (1)

safety pins (6) *

conforming bandage (1)

hypo-allergenic sterile plasters: assorted shapes and sizes (40)

sterile water 20 ml (3)
individually wrapped sterile cleansing wipes (20)*
Adhesive tape (1)
finger sterile dressings (2)
foil blanket (1)
Burn dressing (1)
shears (1)

At Killyman Primary School we have decided to keep the following additional items in each first aid box as they are regularly used and are extremely useful:

gauze pad (8)
instant cold pack (1)
sick bag (1)
yellow bio-hazard bag (1)
sterile adhesive dressings larger than plasters (2)
*these items have been removed from the first aid kits following advice received at first aid at work training courses.

sterillium gel for hygienic handwashing to prevent cross-contamination and infection will be kept in school for use by first aider(s). It will be located in the staffroom (also used as first aid room when necessary), in each of the first aiders classroom's and in the staff toilets.

Assessment of first aid needs and risks

An assessment of first aid needs and risks on the premises of Killyman Primary School will be carried out by the Education Authority. Risks will be identified and, where possible, minimized through the implementation of risk management techniques as advised by the Education Authority. The first aid provision will be assessed and catered for in terms of the risks identified during the risk assessment.

In case of an accident causing injury to any person within Killyman Primary School within the course of the school day or during an after schools club the following procedures are to be followed:

1. An adult will inform the closest first aider to the accident, that adult will supervise the first aider's class until the first aider can return to class.
2. First aid will be administered to the injured person(s).
3. If emergency services are required the emergency procedure will be followed i.e. first aider administers first aid until help arrives, emergency services contacted by another adult and first aiders class supervised by a classroom assistant/ in another teacher's classroom, adult contacting emergency services stays with first aider, another adult stays at the front entrance and directs emergency services to the injured person(s).
4. If injured person(s) require rest they will initially rest in the first aid room supervised by the first aider while parent(s)/ next of kin are contacted and advised to take the injured person home for rest or medical attention as deemed appropriate for the nature of the injury/ incident.
5. All incidents/ injuries requiring first aid (regardless of how minor) shall be recorded on a school accident form, photocopied and filed into the file of the person that it concerns i.e. the injured party, the photocopied accident form will also be sent home on the same day to inform parents that their child has been involved in an accident in case they wish to seek medical advice. The school feels that it is the parent's obligation to check with their child if a note has been sent home. School will ensure that the note is put into the child's schoolbag but cannot take any responsibility for the note after this.
6. Following any major incidents/ injuries the Education Authority's accident form will be completed and returned to the education authority southern area.

Emergency Procedure Policy

In case of an emergency within the course of the school day or during an after schools club the following procedures are to be followed:

1. REPORT EMERGENCY:

- a. Inform the nearest first aider(s) of the emergency. First aiders to immediately attend the emergency and administer first aid in accordance with the first aid policy.
- b. Contact the appropriate emergency services.
- c. Inform the principal (Deborah Mitchell) or a member of the senior management team of the emergency.
- d. In case of the safety of the building being compromised evacuate the building in accordance with fire evacuation policy.

2. EMERGENCY SUPERVISION OF CHILDREN:

- a. Children will be moved to a safe area where all children can be supervised together by teachers and / or classroom assistants until the emergency has been resolved. The safe area will either be the assembly hall (if the school building is safe), the outdoor assembly point on the far side of the playground (if the safety of the school building has been compromised) or St. Mark's Parish church hall (if the safety of the school premises has been compromised).
- b. Upon arrival in the safe area a roll call will be taken. Number of missing or trapped persons will be written down and given to the emergency services when they arrive.

3. CASUALTIES

Any casualties will be given emergency first aid in accordance with the first aid policy.

To ensure that all staff and pupils know and are aware of the emergency procedure policy we will have an emergency procedure drill at least once per year.

Information for specific types of emergency

Electrical emergency:

- The electricity isolation switch is to be switched off so there is no power in the school. All members of staff will be shown where this switch is so that if there is an emergency whichever member of staff is present will quickly be able to isolate the electricity.
- If there is a high voltage electrical emergency i.e. a powerline is down, no one is to approach the area. Everyone should stay more than 20m away from the powerline as electricity can travel (arc) this distance from a powerline.

Fires:

- See Fire Safety Policy.

Useful numbers

Emergency services- 999

Local hospital: South Tyrone- 028 87722821

Craigavon area- 028 38334444

Power N.I.- 03457 455 455

Dear parent / guardian,

Today in school your child _____ was involved in an accident. The accident was: _____

_____.

We monitored your child today in school from the time of the accident but did not feel that this accident posed any immediate concerns for your child's health today in school. However, we are not medically qualified and are sending you this letter so that you are aware of the accident and may contact a medical professional to ascertain whether or not your child is in good health and if he / she requires any medical treatment.

Yours sincerely,

(class teacher)

Plan of the school building

