



Reviewed: September 2015

The purpose of this First Aid Policy is to enable Holy Child to effectively meet the requirements of The Health and Safety (*First Aid*) Regulations (NI 1982) and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows primary schools in the UK to keep a salbutamol inhaler for use in emergencies. At Holy Child all First Aiders will try to ensure that the inhaler is only used by children who have asthma or who have been prescribed a reliever inhaler, and for whom written parental consent has been given. However if the First Aider is of the opinion that it is a lifesaving action then the inhaler will be administered and the parent informed as soon as possible by phone. Please refer to the [Administration of Medicines Policy](#) for more information.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- The treatment of minor illness by the administration of medicines and tablets falls outside the definition of First Aid in the Regulations and the school will not permit the presence of any such medication in designated first-aid boxes. Please refer to the [Administration of Medicines Policy](#) for more information.

ROLES AND RESPONSIBILITIES

Miss McDonnell, Principal will

- Ensure all staff are aware of the First Aid policy
- Arrange training for the qualification and sub. refresher training as required of First Aiders
- Ensure there are sufficient numbers of First Aiders which will allow first aid to be administered at appropriate locations without delay should the occasion arise.

For a current list of First Aiders see [Appendix 1](#)

All staff will ensure that they have read the school's First Aid Policy, and sign the training record to say they have done this.

PREVENTION

The class teacher is responsible for supervision of their pupils all times which includes overseeing the handover at break and lunchtime to other appropriate adults. All staff on break/lunch duty are directly responsible for the supervision of pupils.

The Health and Safety Representative is the building supervisor – Mr McCay

MANAGEMENT OF FIRST-AID RESOURCES

Each First Aider has their own First Aid box. It shall be the responsibility of each first aider to ensure sufficient supplies of materials and equipment are available. This will include ensuring that first-aid resources, suitably marked and easily accessible, are available at all times. They will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e term



The best interests of the child must be a top priority in all things that affect children' (article 3, UNCRC)

Portable First Aid kits are taken on educational visits and are available from Mrs Cullen's room.

CATEGORIES OF INCIDENTS AND PROCEDURES

All accidents which require more than basic first aid are recorded in the Accident Report Book in the office by adult on duty/witness.

First Aid Information Slip will be completed by the first aider each time first aid is administered and sent home with the child.

Minor Accidents and Injuries

Whenever possible a qualified First Aider should administer first aid.

No medicines will be administered but cuts will be cleaned with sterile wipes and bandages/plasters are applied if deemed appropriate.

Stings/Bites

If case is serious parents are contacted – no stings should be removed.

More Serious Accidents and Injuries

Parents are immediately informed by phone, particularly if there is a suspicion of broken bones, head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

Parents are informed *immediately* of a head injury by phone detailing nature of the incident, first aid administered and offering the parent the option to collect the child immediately or allow the school to monitor situation over a period of time. Should the parent choose not to collect the child, he/she will bring home the First Aid Information Slip. This leaflet outlines the injury and symptoms to look out for.

Faints and Shocks

A First Aider should administer first aid whenever available. If not, any member of staff may implement the process of:

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Reassure casualty when they recover
- Contact parents

Very Serious Injuries

In the event of a very serious injury, parents are immediately contacted. If it is the considered opinion of the staff that immediate professional help is required, an ambulance is called. Parents are kept informed of developing situation. Very serious injuries are considered to be: Severe Bleeding / Burns/Scalds/ Unconsciousness



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APPENDIX 1

Our First Aiders are:

Name	Date qualified	Date expires
Catherine Breslin	Aug 2013	Aug 2016
Deirdre Doyle	Aug 2013	Aug 2016
Kay McDonald	Aug 2013	Aug 2016
Stacey Doherty	Aug 2013	Aug 2016
Caroline McLaughlin	Aug 2013	Aug 2016
Francesca Norris	Aug 2013	Aug 2016
Cathy Faulker	Aug 2013	Aug 2016
Kathy Nelis	Sept 2014	Sept 2017
Amy Irwin	Aug 2013	Aug 2016
Louisa Glen	Sept 2014	Sept 2017
Martina Sheehan	Aug 2013	Aug 2016
Rosaleen Doherty	Aug 2013	Aug 2016
Tina Curran	Aug 2013	Aug 2016
Teresa Gallagher		



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Appendix Two

1 Script for Phone call re Head Injury when assessment is that **no serious injury** has occurred

I am ringing to let you know _____ has had a bump on the head during break/lunch/in class.

It is school policy when any child has had a bump to the head to ring home and make sure you are involved in deciding what should happen next.

The bump was to (where on head) and the first aid he/she has received so far is _____.

My assessment is that _____ has not suffered any major injury and would be fine to go back to class. I will ensure that they are monitored and if he/she seems unwell later we will contact you again immediately.

However, if you would prefer to put your mind at rest, please do come up to the school to see your child.

2 Script for Phone call re Head Injury when assessment is that parent should come to **school immediately**

I am ringing to let you know _____ has had a bump on the head during break/lunch/in class.

The bump was to (where on head) and the first aid he/she has received so far is _____. Despite this we are not entirely happy with how they are presenting so would like you to come and collect him/her so that you can keep an eye on them.