

Ashgrove Primary School

First Aid Policy

1 January 2005
VERSION 1:1

First Aid Policy

Rationale

In accordance with the Health and Safety Regulations (First Aid) 1982, the staff of Ashgrove Primary School will abide by the following policy in situations where it is considered that first aid is required.

It is the policy of Ashgrove Primary School to provide emergency first aid to any person who is within the premises and grounds or to any pupil or member of staff on an educational visit outside school.

Procedure

Members of staff will be given initial training in first aid techniques from a qualified body recommended by NEELB ie The British Red Cross or St John's Ambulance. At least one member of staff will be recognised as a qualified first aider and will hold a first aid certificate that will be maintained on a regular three-year basis. The school will provide update training for qualified first aider/s who will brief other members of staff and update the first aid policy.

Three first aid kits will be maintained in the school office. Each will contain materials recommended by the NEELB's guidelines on first aid. It will be the responsibility of the qualified first aider to maintain these boxes. One kit will be stored in the medical room; the other two will be available for use on educational visits outside school. First aid kits will contain:

- waterproof adhesive dressings (smaller sizes)
- sterile eye pads
- triangular bandages (Calico)
- large sterile dressing pads (no.9)
- medium sterile dressings
- small sterile dressings
- packs of sterile gauze swabs (5 x 5cm)
- sterile non-adherent absorbent dressings (5 x 5cm)
- surgical tape (2.5cm wide)
- blunt scissors
- vinyl gloves (medium)
- alcohol-free antiseptic wipes
- safety pins
- sterile disposable plastic tweezers
- size 01 tubular finger bandage with applicator

In all first aid situations, the first teacher on the scene will administer immediate first aid. Assistance from the qualified first aider will be sought as necessary.

Superficial injuries, such as small bumps, scratches and grazes, occur regularly in all children as part of normal play. Where the child is cleaned up and judged to require no further attention but is fit and happy enough to remain in school the child will be told to inform his/her parents of what happened and the treatment given (washing, small plaster, etc. In the case of Primary One or Primary Two children the class teacher will inform parents about any first aid administered.

Any incident that is believed to have involved a knock to the head will be reported to the child's parents without delay.

The principal and/or vice-principal will be informed of all but the most minor incidents requiring first aid and an accident report form will be completed and forwarded to NEELB. Decisions upon the need for medical attention will be made in accordance with the Policy relating to Medical Assistance in the Case of Accident or Illness.

Parents will be consulted annually about medical conditions relating to their children's school life. Details relating to first aid will be made known to staff.

Review

The Board of Governors will review this policy annually.