



## **First Aid Policy & Procedure**

### **Policy**

This policy is designed to promote the health, safety and welfare of pupils, members of our working community and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of the Health and Safety (First Aid) Regulations 1981.

The First Aid Mandate holder is Ms Elizabeth Deering.

### **Aim**

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- A person is appointed to take charge of first aid arrangements: The first aid Mandate holder.
- Members of our working community nominated as first aiders receive training that meets current legal guidelines.
- Suitably stocked and marked first aid containers are available at all appropriate locations throughout the school.
- All members of our working community are fully informed with regard to the first aid arrangements.
- All members of our working community are aware of hygiene and infection control procedures.
- Written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences.
- First aid arrangements are regularly reviewed.
- First aid provision is available at all times while people are on the school premises and also off the premises while on school visits.

### **Risk Assessment**

On behalf of the governing body, the Finance Manager together with the Mandate holder will conduct an annual risk assessment of all school buildings and facilities paying particular attention to:

- Practical activities.
- The use of machinery.
- Storage of hazardous substances.
- The types of equipment used for sports and physical education.

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to members of our working community or pupils who have special health needs or disabilities.

In determining the number of first aiders the Finance Manager and Mandate holder will consider:

- The provision during lunch times and breaks.
- The adequacy of the provision to allow for any absences among trained first aiders.
- The provision of first aid for off-site activities and school trips.
- The provision for practical lessons and activities, e.g. science, technology, home economics and physical education.

### **Qualifications and Training**

All school first aiders must hold a certificate of competence that is valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire if they are to remain a first aider.

The school will consider annual refresher training to maintain first aiders' basic skills and keep them up to date with changes.

### **Roles and Responsibilities:**

The Mandate holder will liaise with the HR Administrator to ensure that:

- The team of first aiders is co-ordinated, monitored and that their training is up to date.
- First aid equipment is in working order, restock first aid containers when required and replacing out of date materials.
- Arrangements are always in place so that an ambulance or other professional medical help is summoned when appropriate.
- An annual risk assessment is carried out and will communicate any changes to the Chair of College as appropriate.
- All accidents and injuries are appropriately recorded.
- Termly reviews of accident reports are conducted in order to identify where timely intervention may be required and cannot wait for annual review.
- A report is sent to College on an annual basis with a full review including risk factors that the School needs to address.

### **First aid Materials, Equipment and Facilities**

The school medical room is located on the first floor of the main building. A first aid box is also available in reception.

First aid Materials, Equipment and Facilities first aid containers will be marked with a white cross on a green background.

Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.

Where it is known that paid members of our working community or pupils engaged in an out of school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an epi-pen (Please refer to the Administration of Medication Policy).

### **Hygiene and Infection Control**

All paid members of our working community will:

- follow basic hygiene procedures
- be made aware as to how to take precautions to avoid infections.

All paid members of our working community will have access to single use disposable gloves and hand washing facilities.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings or equipment will be included in the first aid containers.

### **Medical Conditions Procedures**

Written procedures for managing medical conditions of pupils and members of our working community at the school will be provided and communicated to all relevant paid members of our working community. Health care plans should be provided for each child with medical needs, including any medication arrangements (Please refer to Administration of Medicine Policy).

### **Seizures**

Paid members of our working community will be informed of how to deal with a person who has a seizure at school.

An ambulance or doctor will be called if status epilepticus (a convulsive seizure which continues for a prolonged period longer than five minutes, or when convulsive seizures occur one after the other with no recovery between is suspected), or if the pupil is not known to suffer from seizures, or in any other case of uncertainty.

### **Recording Accidents and Injuries**

All accidents and injuries will be recorded using the Standard school form and will be kept for a minimum of three years.

Serious or significant incidents will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the Chair of College or appointed person will follow the school's established procedures for contacting a parent or carer.

### **Reporting Accidents to the HSE**

The following types of accidents will be reported to the Reception / Finance Manager as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

- Accidents resulting in death or major injury (including those that result from physical violence)
- Accidents that prevent the injured person from doing their normal work for more than three days.

It is the responsibility of the Finance Manager to report such incidents and all information regarding such incidents is to be sent to this post holder's attention.

Reviewed 01/04/2016