



## STELLA MARIS SCHOOL FIRST AID POLICY

### POLICY STATEMENT

Stella Maris School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility.

### AIMS

- ☑ To identify the first aid needs of the School
- ☑ To ensure that first aid provision is available at all times when people are on School premises, and also off the premises whilst on School trips

### OBJECTIVES

- ☑ To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people
- ☑ To provide relevant training and ensure monitoring of training needs
- ☑ To provide sufficient and appropriate resources and facilities
- ☑ To inform staff and parents of the School's first aid arrangements
- ☑ To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

### MEDICAL FACILITIES

The School is required by the Education (School Premises) Regulations 1999 to have nominated accommodation for medical examination, treatment and care of pupils.

The School's nominated accommodation is the Staff Room next to the school office. All pupils will be brought to the School Medical Room for examination, treatment or care. Where this is not possible or appropriate, a nominated first aider will make alternative arrangements.

### ACCIDENT PROCEDURE

1. An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
2. Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied by a nominated first aider at either the office or medical room. Pupils who sustain an injury of this type at School outside lessons should be told to report direct to the medical room or office.
3. Serious Injuries are any injuries that may require a qualified First Aider or medical attention. Send a messenger/adult to the office to request an ambulance if the need is obvious; dispatch an adult to meet the ambulance and direct it to the incident. For lesser emergencies send a message to the office and ask for the nominated first aider to be summoned immediately.
4. Stay with the casualty while waiting for assistance.
5. Accident Report Forms must be completed for all injuries – forms are in the medical room.

### ILLNESS

Any pupil feeling unwell should be sent to the Office/Medical Room accompanied by another who should be told to return as soon as the pupil is received by the office staff. Any pupil having difficulty with breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch the nominated first aider.

### FIRST AID TRAINING AND QUALIFICATIONS

There will, at all times when pupils are at School, be at least one person with a first aid qualification. During school hours there will normally be a defined first aider on site. A First Aider is defined as a person who has successfully completed a suitably approved 3-day course. An Appointed Person is defined as a person who has successfully completed a suitably approved 1day or 2 day course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications.

A list of staff qualified as First Aiders and Appointed Persons is in Appendix A. This list will be kept up to date and made available on the notice board in the Office

## **OFF SITE VISITS**

The first aid requirements specific to off site visits are to be found in the Off Site Visits Policy.

## **FIRST AID KIT PROVISION**

First aid kits are available at the following locations:

- ☒ The Medical Room
- ☒ Office
- ☒ PE Store Hall

## **Off site visits**

- ☒ Portable first aid kits available from the office

## **PUPILS' MEDICAL CONDITIONS**

A list of pupils who suffer from medical conditions, together with details of those conditions, is updated annually by the office. Copies of this list are kept in the Office. Individual health care plans are prepared for pupils with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy, and information is available in the office. Forms are also completed for pupils who have less serious ongoing medical needs e.g. asthma.

## **HYGIENE/INFECTION CONTROL**

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc in the medical waste bin provided in the staff toilet.

## **RESPONSIBILITIES**

Included within the responsibilities of the school secretary and First Aider:

- ☒ To ensure that there are an adequate number of qualified First Aiders and Appointed Persons.
  - ☒ To check the contents of first aid kits each term and re-stock as necessary.
  - ☒ To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.
- The H&S Trustee is responsible for all necessary reporting under RIDDOR.

## **EMERGENCY PROCEDURES**

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of a First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until the parents can take over responsibility.

## **ACCIDENT RECORDING**

An Accident Report Form or 'head bump' form is completed for each incident, generally by a person witnessing the events. The original is returned to the medical room for storage.

## **INFORMING PARENTS**

Where the incident has required the issue of medication, or dressings which will need review after School, the school will provide the pupil with a note to take home.

The parents will be telephoned in the event of any head injury, if an ambulance is called, or any other circumstances where the professional judgement of the First Aider dictates that such contact should be made.

Prepared: September 2011

Reviewed: September 2015

## **Appendix A**

### **FIRST AIDERS IN SCHOOL : September 2015**

Jan Brearley - First Aid at work

Kazimiera Herok - First Aid including use of Auto-Injector

Louise Zarkesh - Paediatric First Aider