

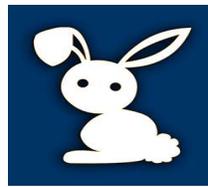
FIRST AID POLICY

First Aid Staff -

Teacher: Mrs G Murray

Supported by: Mrs J McNair

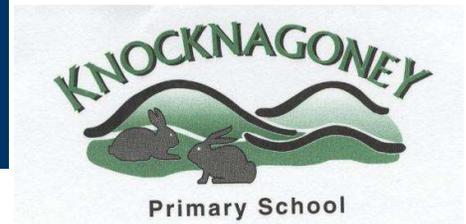
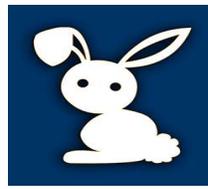
OVERVIEW



At Knocknagoney Primary School and Nursery Unit the safety of our pupils is vital. We have ensured that effective practices are in place to cope in the event of a first aid incident.

The following procedures are in place throughout the school:

- Posters, detailing First Aiders, are located around the school building. This includes photographs.
- **A board detailing allergies and intolerances is located in the staff room and all staff have been made aware of this. On this board details of all children, their photograph, class and relevant information are displayed. This information is also kept on record in the school office and by class teachers.**
- **Pupils with allergies are displayed on large posters in their classroom and in the school dining hall.**
- Each classroom has a small first aid box, which is restocked and checked as required. The main first aid kit and relevant supplies are stored in the school office which is based in a central location within the school.
- The school uses pupil-friendly forms to send home to parents when a first aid incident occurs.
- The school has a defibrillator on site which is located in the school office.
- Relevant risk assessments are in place for any children with significant and specific first aid/medical conditions.



TRAINING

Mrs Gemma Murray - Training valid until May 2021 (Global Horizon Skills)

Mrs Joanne McNair – Training valid until May 2021 (Global Horizon Skills)

All teaching staff and a number of classroom assistants have been trained in using the defibrillator.

ACCIDENT BOOK

The school has purpose made accident books. The main accident book is located in the school office and a supplementary accident book is located in the nursery for nursery incidents only.

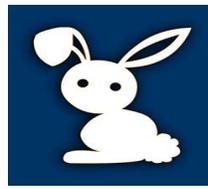
This book must be filled in as required when an accident occurs to pupils or adults in the school.

Head injuries are recorded separately in a specified book and parents/guardians are notified.

REPORTING TO THE EA

As necessary the EA Accident Report Form will be completed by the relevant adults and First Aider. It will then be signed by the principal and sent to the EA, in line with their procedures.

PROCEDURES FOR INCIDENTS



Playground Incidents (including cuts & grazes):

- Child reports incident to supervising adult
- Adult to clean wound if required using sterile wipes
- Plaster applied if required (adult to check if pupil can wear plasters)
- Recorded in accident book and form sent home to parent/guardian
- If injury is significant, First Aider should be informed for further assistance.
- First Aider will refer to principal if required for further action

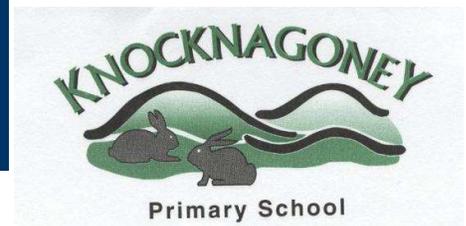
Head Injuries:

- Child reports incident to supervising adult
- Injury to be initially assessed
- Check for signs of concussion, First Aider to assist if required
- Ice pack applied to a bump for 10 minutes and child monitored
- First Aider to be informed if required
- Incident recorded in head injury duplicate book with one copy sent home with child
- First Aider will refer to principal if required for further action
- EA Accident Form to be completed as necessary

Potential Bone Injuries:

- Child reports incident to supervising adult
- Adult to contact First Aiders if concerned about nature of injury
- Collect ice pack and have on stand-by
- First Aider to assess injury and make decision about next stage in the process
- Principal informed, parent/guardian informed, emergency services contacted if required
- Record in accident book
- EA Accident Form to be completed as required

FIRST AID POLICY



Individual Children:

- Staff to be aware of children who have specific first aid requirements, eg. allergy to plasters, latex, underlying / significant health ailments
- If a child reports to supervising adult, First Aiders should be contacted immediately
- Carry out any further instructions as required in risk assessment for child
- Principal to be informed
- Record in accident book / EA Accident Form (as necessary)

Use of the defibrillator:

- Where possible remain with casualty and shout for help
- Supporting assistance should collect defibrillator from school office if required
- Supporting assistance should contact First Aider immediately
- Follow instructions as outlined on defibrillator
- Monitor patient
- Use training received to stay calm and carry out instructions
- Record in accident book / EA Accident Form (as necessary)