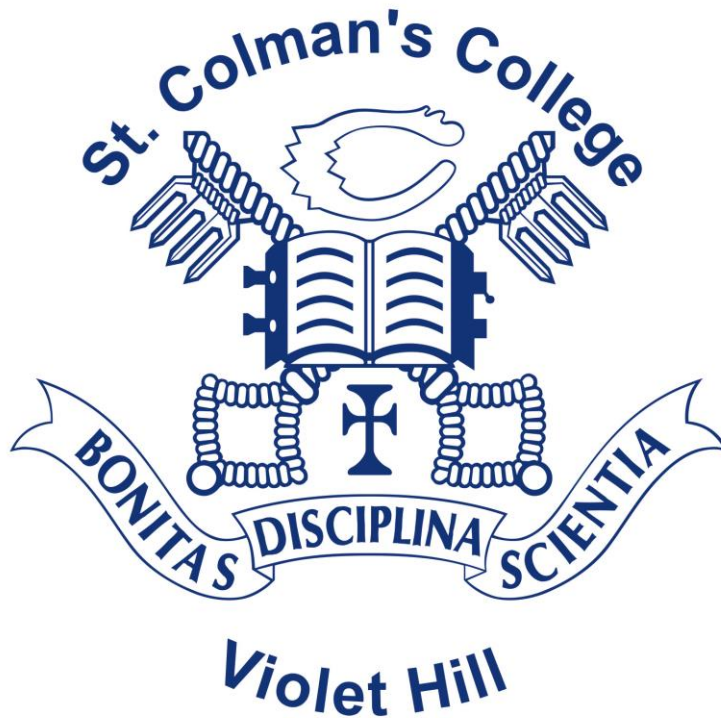


***ST. COLMAN'S COLLEGE***

***VIOLET HILL***



## **Whole school policy:**

### ***First Aid***

*Date of Policy: September 2013*

*Last Reviewed: September 2016*

*Reviewed by: Mrs M McGeown*

*Next Review: September 2017*

# Saint Colman's College First Aid Policy

## Policy Statement

The Principal and Board of Governors of Saint Colman's College accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staffs of Saint Colman's College recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the SELB procedure for reporting accidents.

Signed \_\_\_\_\_

(Principal)

Date \_\_\_\_\_

Signed \_\_\_\_\_

(Chairperson of Board of Governors)

## Introduction

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'* (The Joint First Aid Manual 8<sup>th</sup> Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## **Statement of First Aid Provision**

The School's arrangements for providing First Aid will:-

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant Accident Book;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child, through provision of an "Attendance slip to Social welfare Officer (SWO)" and group call to parent/guardian.

## **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School is:-

- Main School Reception
- SWO office
- S01/S02 store room
- T01/T02 store room
- Home Economics
- Science Store
- F20 store
- Domestic Office
- Domestic store in new building
- Main Kitchen - Burn kit, Eye Wash Kit
- Portable kit for field trips are available from SWO

**A standard First Aid Kit will contain the following items:**

15 individually wrapped sterile adhesive dressings assorted sizes  
2 triangular bandages  
2 pods of eye wash  
1 sterile eye dressing  
2 burns dressings  
2 bandages  
1 cold pack (disposable)  
6 skin wipes  
1 roll of tape  
2 packets of steristrips  
2 medium wound dressings  
1 large wound dressings  
2 pair of disposable gloves

The contents of the Kits will be checked on the 1<sup>st</sup> week of each term by the SWO.

The School First Aider(s) are

Mrs Mary McGeown  
Cathal Murray  
Declan Mussen  
Ronan McMahon  
Josephine McGrath  
Dr Mairead McGowan (Heartstart)

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along (*available from SWO*)

**Information on First Aid Arrangements**

The Principal will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;

- The location of the First Aid Kits.

In addition the Principal will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

### **Accidents involving bumps to a Pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

A phone call home will be made when there is an obvious bump/lump to the head and advice given to collect boy from school.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

### **Sick students**

Any student needing to be collected will be assessed by the SWO and will STAY WITH THE SWO and wait collection. There is a First Aider at reception.

The receptionist will ask parents/guardians if they wish to talk to SWO.

### **Transport to hospital or home**

The Principal/SWO will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal/SWO may decide to transport the pupil to the hospital.

Where the Principal/SWO makes arrangements for transporting a child then the following points will be adhered to:-

- A taxi will be organised and the person brought to A&E at Daisy Hill Hospital
- No individual will be with the person alone other than the SWO in the taxi.

January 2013

Updated 2014-01-24

Updated Oct 2016