

First Aid Policy



December 2024

Introduction

The Health and Safety (First-Aid) Regulations (NI) 1982 require that adequate and appropriate equipment, facilities and personnel are provided to enable first-aid to be given to employees who are injured or become ill at work. Although these Regulations apply to the provision of first-aid for employees, as a school we have considered carefully the likely risks to pupils and visitors and taken this into account when drawing up this policy and deciding on the numbers of first-aid personnel.

What is First Aid in our School?

When people fall ill or suffer an injury it is important that they receive immediate attention and that an ambulance is called in serious cases. First-aid at school covers the arrangements that school staff make to ensure that this happens. It can save lives and prevent minor injuries becoming major ones.

In short – acting in our capacity as ‘loco parentis,’ staff will act professionally and compassionately to alleviate the distress and suffering of all our pupils following an accident. There has been much debate over ‘plasters’ and allergic reactions in recent years. Following suggestions that plasters be stocked in our first aid box from HSENI, staff will initially check that parents use plasters if a child gets cut / grazed at home and then will apply a plaster if they deem this to be prudent or necessary.

The Health and Safety (First-Aid) Regulations 1981

Regulation 2 Interpretation (1) In these Regulations, unless the context otherwise requires – “first-aid” means – (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

First Aid Provision

In our school we provide;

- A suitable stocked first-aid box.
- Appointed persons to take charge of first-aid arrangements. These are trained through the Education Authority and provided with a qualification that HSENI or HSE in Great Britain has approved. This qualification is renewed / refreshed every 3 years in line with current EA guidelines.
- Provision (through this Policy) of information to staff, pupils and parents on first-aid arrangements. The main first aid store being in the school office.
- Certificates in the reception area of those employees trained in First Aid arrangements

It is these Appointed Persons or 'First Aiders' who;

- Takes charge when someone is injured or becomes ill, including calling an ambulance if required
- Looks after the first-aid equipment, e.g. restocking the first-aid box

Currently these appointed persons are (and the year of their current certificate);

- Mrs Ireland 2026
- Mrs Gordon 2026
- Ms Murray 2026
- Ms Rowntree 2026
- Ms Miskelly 2026
- Ms Sharatt 2027
- Ms Mulhern 2027

Current requirements indicate that there should be 3 first aiders - 1 first-aider and one relief (to provide cover in the case of absence) thereafter 1 additional person for every 200 pupils – as we are a school of around 220 pupils with approx. 30 staff. We currently have 7 trained persons as the school are aware that teachers and assistants can be absent from school / on trips etc. Whilst all residential trips have a first aider on those trips, day trips from school will carry a first aid kit but will not be accompanied

by qualified first aiders on every occasion.

There are a number of activities carried on outside normal school hours – notably in the PEC at Queens and they have their own first aid arrangements. It should be highlighted that the school will not necessarily provide first aid cover when activities are off-site and venues may insist that their First Aiders and Incident Forms are completed. Low level first aid may be administered by school staff who are not formally trained when there is no first aider readily available – at a level necessary to ensure we fulfill our duty of care – as deemed necessary by the staff in attendance at the time of any incident.

Contents of the First Aid Box

In addition to any other items deemed necessary by school First Aid Staff, the main first aid box will include;

- . One guidance card;
- . Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment;
- Two sterile eye pads;
- Four individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Six medium individually wrapped sterile unmedicated wound dressings;
- Two large sterile individually wrapped unmedicated wound dressings; and
- A pair of disposable gloves.

Travelling First Aid boxes normally contain;

- . A leaflet giving general advice on first aid;
- . Six individually wrapped sterile adhesive dressings;
- . One large sterile unmedicated dressing;
- . Two triangular bandages;

- . Two safety pins;
- . Individually wrapped moist cleansing wipes; and
- . One pair of disposable gloves.

The Main First Aid box is checked regularly and the travelling first aid boxes are restocked as required after they have been used.

Personal Liability

The Education Authority will legally indemnify their staff in the event of a claim arising due to alleged negligence in the administration of first-aid in the course of their duties.

Additional points to consider

- Our school has been deemed to have low level hazards – such as might be found in offices and shops.
- The only hazardous materials are chemicals used by the cleaners – these are stored in locked cupboards – and the cleaning / caretaking staff have received appropriate training in the handling of same.
- A record is kept of all accidents – including if first aid was given. Brief details of the level of first aid given are recorded on this accident form.
- There is recognition that we have no legal duty to provide first aid to persons who are not staff or pupils. It is entirely up to the school first aider if they wish to administer first aid – it is noted that this a recommendation of the HSE that first aid is applied to visitors.
- A list of children who are in danger of anaphylaxis or who have other allergies is contained in the teacher information packs that are available in each specific classroom in the teacher and classroom assistant handbooks as well as in the copies in the staffroom. Action Plans are displayed in the staffroom, the child's classroom.

What factors should be considered when selecting someone to be a First Aider?

HSE Guidance

When selecting someone to take up the role of a first-aider, a number of factors need to be taken into account, including an individual's:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties, which should be such that they may be able to respond immediately and rapidly to an emergency.

Tablets and medication

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid container.

If a parent/guardian wishes that a pupil is to be given medication during the school day, an Administering Medication form must be completed by the parent/guardian. Pupils do not administer their own medicine with the exception of inhalers.

First Aid during COVID

If a pupil or member of staff presents with symptoms of COVID they are to be taken to the isolation room. A First Aider wearing PPE will complete the Isolation room record and in the case of a pupil the Hand-Over form when the pupil is collected by a parent/guardian. COVID guidelines will be followed.

This Policy should be read in conjunction with;

- Medication Needs Policy
- Health and Safety Policy
- Critical Incident Policy

Review date – December 2027