

# FIRST AID POLICY

Reviewed  
Dec 2015

**Designated First Aider:** Mrs V McClelland  
**Deputy Designated First Aiders:** Mrs N Smyth / Mr B Sadlier

## **The Principal should be informed of all injuries.**

\*\*\*\*\*

In the event of a **minor injury** (eg cuts and grazes) pupils should be taken to Mrs McClelland. Ice packs can be applied to minimise bruising (max. 10 mins.), hypoallergenic plasters may be used when deemed necessary. Wounds can be cleaned with water and cotton wool only.

In the event of a **more serious injury** (eg head injury, suspected broken bones etc.), Mrs McClelland should be informed and taken to the pupil. A decision will be made as to the best course of action, and parents will be contacted and asked to take the pupil home to seek medical advice. The classroom **RED TRIANGLE** may be given to two children to take to an appropriate adult signifying that urgent help is needed.

On some occasions, the Principal may decide that a member of staff should drive a pupil to hospital, accompanied by another adult. In this instance parents will be asked to make their way to the hospital Casualty department to meet their child.

In the event of a **medical emergency** (eg serious injury, epileptic fit lasting more than 4 minutes, loss of consciousness) an ambulance should be called by dialling 999, and a member of staff should remain with the pupil at all times. A member of staff will accompany the pupil in the ambulance, and parents will be informed and asked to make their way to Casualty to meet their child.

If accidents happen during break or lunch whilst the children are outside, playground supervisors should remain on duty and send for the first-aider or deputy if the latter not available.

All teachers have a supply of Accident Report Forms. These should be filled-out, and a photocopy given to the child's parent(s). Apart from very minor incidents, 'A Notification of Accident to Pupil' will be forwarded to the EA (Form AP1.1/98). A photocopy of all forms is kept in the First Aid File.

Each teacher should have details of any medical conditions relating to their pupils and substitute teachers / assistants should be made aware of these. A list of children with medical conditions is kept on display in the staffroom.

All major injuries must be reported to the Health and Safety Executive under the provisions of the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland 1997). Form AP1.1/98 (Pupil), AE/4/98 (Staff) and MOP.10.95 (Member of the Public) can be obtained from the school office for this purpose.

**DETAILS CAN BE OBTAINED FROM THE SCHOOL OFFICE OF ANY PUPIL FOR WHOM AN INDIVIDUAL MANAGEMENT CARE PLAN IS MAINTAINED.**

\*\*\* See also: Policy for the Administration of Medicines / Drugs Policy \*\*\*