

# STEWARTSTOWN PRIMARY SCHOOL'S



## FIRST AID POLICY

### **Aims of this policy**

To ensure that the school has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of an illness, accident or injury, no matter how major or minor.

To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident, or injury.

To ensure that First Aid provision is always available while people are on school premises and while on school visits.

### **First Aiders in School**

The First Aiders in the school are Ms Bolton and Miss Black. They are trained in accordance with the directives from the EA southern region. Certificates are valid for three years.

### **First Aid Box Location**

The first aid box is located within the photocopying room.

### **Procedures in School**

- All staff are made aware of any allergies a child may have. Photographs of children with allergies are displayed in the canteen.
- In the event of injury or medical emergency, if possible, contact the appointed First Aider(s) or another teacher.
- Any pupil complaining of illness or who has been injured is sent to the qualified First Aider(s) to inspect.
- If necessary, parents should be contacted as soon as possible so that the child can be collected and taken home, or to the doctors or to the hospital if necessary.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John's Ambulance guidelines.
- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in the office. A copy of the log is sent home.
- First Aiders contact parents by phone if they have concerns about the injury.
- Parents are always informed of a head injury.
- All serious accidents should be reported to Principal or First Aider who should call an ambulance and the child's parents ASAP
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.
- In the event of a serious incident and an ambulance is called, all relevant information will be shared with the paramedics.  
A member of staff, if possible, will accompany the pupil to hospital.

### **School Trips**

- Whenever possible staff should take a mobile phone on trips out of school.
- Teachers should check that pupils who have asthma take their inhalers with them.

### **Staff Accidents**

- Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.