

First Aid Policy

Introduction

The Governors and Principal of Kylemore Nursery School 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 Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with regulations.

The provision of First Aid within the School will be in accordance with guidance on First Aid in school.

Aims of the First Aid Policy

- To identify the First Aid needs of the School in accordance with the Management of Health at Work regulations 1992 and 1999.
- To ensure that First Aid provision is available at all times while people are on the school premises and while on school visits in accordance with the Health and Safety First Aid Legislations 1981.

Statement of First Aid at Kylemore Nursery School

First Aid saves lives and prevents minor injuries becoming major ones. In Kylemore Nursery School we are committed to providing adequate and appropriate equipment and facilities in our School. The School's arrangements for carrying out this First Aid Policy include the following principles:

- To report, record and where appropriate investigate all accidents.
- To record all occasions when First Aid is administered to employees, pupils and visitors in an Accident Book and online on the EA Portal.
- To provide equipment and materials to carry out First Aid treatment.
- To make arrangements to provide training to employees, maintain a record of that training and review annually.
- To establish a procedure for managing accidents in school which require First Aid treatment.
- To provide information to employees on the arrangements for First Aid.
- To provide parents with written information of First Aid carried out at Kylemore Nursery School via a First Aid slip.

Roles and Responsibilities Education Authority and Board of Governors

The Education Authority and the Board of Governors are responsible for the Health and Safety of their employees and anyone else on the school premises. They must ensure that Risk Assessments of the School are undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and are in place.

The Education Authority should ensure that the insurance arrangements provide full cover for the claims arising from actions of staff.

The Principal

The Principal is responsible for putting the First Aid Policy into practice and for developing detailed procedures. The Principal should ensure that the First Aid Policy is available to all staff and parents. The Principal or in her absence class teacher will ensure that an ambulance or professional medical help is summoned when appropriate.

First Aiders at Kylemore Nursery School

The first aiders will keep First Aid training updated and will take charge when someone is injured or ill.

Arrangements for First Aid

The location of First Aid Kit(s) in school:

- First Aid Box: Veranda
- First Aid Box: Kitchen
- Portable Kits (Rucksack
- Ice Packs: Freezer in kitchen/veranda
- The contents of the kits will be checked on a regular basis by nursery assistants

Off-site activities

First Aid provision must be available at all times including off-site on school visits. The level of First Aid provision will be based on a Risk Assessment. One First Aid Kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, Epipens etc.

All adults present on the visit will be made aware of the arrangements for First Aid, including knowing the contents of the First Aid box and its location at all times throughout the visit.

First Aiders at Kylemore Nursery School are:

Hilary Hutchinson, Louise Cavalleros, Nicole Keating, Grace Chestnutt, Agnes Szatan & Heather George

Staff Trained in the use of Epipens:

Hilary Hutchinson, Louise Cavalleros, Nicole Keating, Grace Chestnutt & Agnes Szatan

The Principal will ensure that signs are displayed throughout the school providing the following information: - Names of First Aiders and location of First Aid Box.

Information on First Aid Arrangements

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

- The arrangements for recording and reporting accidents.
- Those employees with qualifications in First Aid.

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- The location of First Aid kits.
- All members of staff will be made aware of the School's First Aid Policy, which is available from the school office and on the school website.

Pupil Accidents involving their Head

In the event of an incident that involves a bang to the head or a child passing out, the school will ring home and inform parents and record incident accordingly.

Transport to hospital or home

The Principal/First Aider will determine what is a reasonable and sensible action to take in each case. Where the injury is an emergency an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the school will contact the parents for them to take over responsibility of the child.

Contents of the First Aid Box:

- a leaflet giving general guidance on first aid (e.g. [HSE Basic advice on first-aid at work leaflet](#));
- individually wrapped sterile plasters (assorted sizes) appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large individually wrapped sterile un-medicated wound dressings;
- medium sized individually wrapped sterile un-medicated wound dressings; and
- disposable gloves

Medical Needs

Children who have medical needs are displayed throughout the school. An individual Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.

Administering Medicines in School Please see the School's Administering of Medication Policy, which is available from the school office and on the school website for more information.

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings.

When dealing with Infectious Diseases and Infection Control advice is sought from the Department of Health, EA and HSE.

Recording and Reporting

Any incidents requiring treatment are entered in the Accident Book which is located in the classroom.

Incidents recorded in the Accident Book include:

- The date, time and place of incident.
- The name and class of the injured person.
- Details of the injury and what first aid was given.
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital).
- Name and signature of the first aider or person dealing with the incident.

All First Aid incidents are recorded on the School's Accident reporting booklets. These are duplicate booklets with one copy going home to the parents/guardians and one copy remaining in school for school records.

Significant incidents where First Aid was applied are also recorded on the EA online accident reporting portal. Accident reporting form to be completed and given to principal.

Parents are notified by accident note, telephone or in person if a child has received a bump to the head, a wasp or a significant incident.

Appendix 1 – Head Injury note

APPENDIX 1

KYLEMORE NURSERY SCHOOL

Child's name: _____

Date: _____

Dear Parent/Carer,

Your child received a head injury today and you have been asked to sign the accident record. As with all head injuries, it is best to keep a closer eye on your child over the next 24 hours as they may have a concussion. If you have any concerns or they exhibit any of the symptoms listed below, we would recommend that you seek medical help.

- vomiting more than once after a head injury
- confusion
- extreme drowsiness
- weakness or inability to walk
- severe headache
- loss of memory of the event (amnesia)

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