**St. Mary’s Primary School**

**Rathfriland**



First Aid and Medication Policy

March 2024

**MISSION STATEMENT**

St. Mary’s Primary School is a Catholic school committed to the education of the whole child. We endeavour to create a happy and secure environment, unlocking the full potential of all individuals, thereby developing confident and independent learners.

**SCHOOL AIMS**

**In our school we aim to:**

* Create an ethos that actively promotes Catholic values, with the support of parents and the parish community.
* Embrace diversity and promote respect for all.
* Celebrate our self-worth and understand our individual talents and achievements.
* Develop an environment where children feel secure to express their feelings.
* Provide a curriculum which promotes independent thinkers and creativity and a love for learning.
* Establish positive, friendly relationships with the children in our care, their families, the parish, and the wider community.

**Policy Statement**

The Principal and Board of Governors of St. Mary’s P.S Rathfriland 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 staff of St. Mary’s P.S 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 EA procedure for reporting accidents.

**Introduction**

*‘First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill*” (The Joint First Aid Manual 8th 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.

The purpose of the First Aid Policy is therefore:

* To provide effective, safe First Aid cover for pupils, staff and visitors;
* To ensure that all staff and pupils are aware of the Policy and the action(s) to be taken in the event of an accident;
* To raise awareness of Health and Safety issues within school and on school trips and to prevent, where possible, potential dangers or accidents.

**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 form to the EA;
* Record all occasions when First Aid is administered to employees, pupils and visitors.
* Provide equipment and materials to provide First Aid treatment;
* Make arrangements with EA 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 (eg specialised training for children with particular medical needs);
* Where relevant, notify parent/guardian that first aid treatment was given to the child.

**Arrangements for First Aid**

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

* **Staffroom**
* **Mobile Classroom**

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

 Sterile adhesive dressings (assorted sizes)

 Triangular bandages

 Sterile eye pads

 Safety pins

 Sterile wound dressings

 Disposable gloves

 Bandages

 Burns dressings

 Anti-Bacterial Wipes

The contents of the kits will be checked each term by:

**Mrs J Fitzpatrick, Mrs L Farrelly and Miss M McConville**

The School First Aiders are:

* **Mrs L Farrelly**
* **Mrs J Fitzpatrick**
* **Miss M McConville**

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 by staff on the trip, along with any individual children’s Health Plans and/or medication boxes.

**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;
* Location of the First Aid Box.

All members of staff will be made aware of the School’s First Aid and Medication 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. In all incidents of head injuries, no matter how minor, parents/guardians will be notified and a ‘Head Bump’ letter will be sent home to the parent/guardian (see Appendix 1). The parent/guardian will also be invited to come to the school to assess the child’s injury for themselves.

**Transport to hospital or home**

Those who are qualified First Aiders 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 no contact can be made with parent/guardian or other designated emergency contacts, then the Principal/Designated Adult will accompany the pupil to the hospital, if permitted by the ambulance staff.

**FIRST AIDERS will:**

* Ensure that their First Aid training is current and is renewed when required;
* Administer appropriate first aid when required;
* Always attend a casualty when requested to do so and treat the casualty to the best of their ability, in the safest way possible. This includes wearing gloves especially where any loss of blood or body fluid is evident;
* Ensure that this First Aid Policy is implemented fully in St. Mary’s Primary School;
* Ensure that there are signs displayed throughout the school with the names of First Aiders and the locations of the First Aid boxes;
* Ensure that all staff members are made aware of the medical and/or First Aid requirements of staff and pupils (where relevant), are aware of the First Aid and Medication Policy and are also aware of the arrangements for recording and reporting accidents;
* Ensure that records of all First Aid training are maintained;
* Report any significant “First Aid” incidents to the relevant authorities (where appropriate).
* Ensure that the school has a current information form for every pupil and staff member which indicates any specific conditions or medications, of which the school should be aware;
* Ensure that, in the event of injury, the injured party **must** be referred to a First Aider for examination and where necessary, to parents and/or to relevant professionals;
* Ensure through termly checks, that the school’s First Aid boxes are appropriately stocked and that all First Aid resources are “in date”
* Ensure that the defibrillator is checked on a weekly basis to ensure that it is in working order and that a record of these checks is maintained.

**STAFF MEMBERS** will:

* Familiarise themselves with the school’s First Aid and Medication Policy as well as the school’s Defibrillator procedures and will ensure that they are aware of who the current First Aiders are;
* Be aware of the specific medical needs of particular individual pupils and attend relevant training in relation to these medical needs;
* Never move a casualty until they have been assessed by a qualified First Aider, unless the casualty is in immediate danger;
* Send for the help of a First Aider when an injury occurs, as soon as possible, ensuring that the messenger knows the location of the casualty;
* Have due regard for personal safety at all times.

**Procedure for the Release of First Aider / SMT in the case of an Emergency/ Critical Incident in the Mobile Classroom.**

In the event of an Emergency/ Critical Incident in the Mobile Classroom where children need to be removed from classroom and First Aiders are required, the following will take place.

* If a Teaching Assistant is available, they will take the children to the nearest classroom;
* The teacher (if not a First Aider) will ring to main building for a First Aider. If the phone is not manned at this time, teaching assistant will alert First Aider in main building.
* In the case that a teaching assistant is not in the mobile, the children will be sent to outside the closest teacher’s classroom with a red triangle stating the class. This will be the indicator that Emergency Procedures need to be put in action.

The class will remain with the host teacher until the Emergency is over.

**Procedure for the Release of First Aider in the case of an Emergency/ Critical Incident in a Classroom in the Main School Building.**

In the event of an Emergency/ Critical Incident in a Classroom where children need to be removed from a classroom and First Aiders are required, the following will take place.

* If a Teaching Assistant is available, they will take the children to the Classroom next door and alert a First Aider.
* In the case that a teaching assistant is not there, the children will be sent to outside the closest teacher’s classroom with a red triangle stating the class. This will be the indicator that Emergency Procedures need to be put in action.

The class will remain with the host teacher until the Emergency is over.

See Medical Conditions Policy for Procedures re: Specific Medical Conditions

**Administration of Medication**

* No teacher/member of staff is permitted to administer medication of any description.
* School will facilitate parents who wish to come to the school to administer medication as and when needed by the pupil.
* Children with asthma should use the inhaler themselves as required. Any parent wishing their child to take asthma medication in school will be required to complete the Request For Pupil to Carry His/Her Medication from DENI Supporting Pupils with Medication Needs.
* In the case of a serious attack, the teacher may assist the child whilst awaiting for the arrival of the paramedics.
* In the case of children with an anaphylactic reaction, this policy will be updated accordingly
* All staff will be made aware of the procedures to be followed in the event of an emergency.
* Children who have allergies e.g nut/egg allergies are required to provide the dining hall with relevant information pertaining to the child’s allergies and complete a Special Diet Application Form.

**Implementation, Monitoring and Reviewing**

Implementation of the First Aid and Medication Policy will be monitored by the Principal, in consultation with staff and parents. It will be reviewed every three years, taking into account new initiatives, changes in the curriculum/the law and /or changes to the First Aid Team in St. Mary’s Primary School.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson of the Board of Governors)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Principal)

Date: March 2024

Review date: March 2027

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|  |  St. Mary’s Primary School, 67 Downpatrick Street, Rathfriland, Co. Down BT34 5DQ Tel: 028 406 30630 [www.stmarysrathfriland.co.uk](http://www.stmarysrathfriland.co.uk) |

Head Injury Letter

Dear Parent/ Guardian

Your Child ……………………………………………………………………… received a bump on

their head today whilst attending School and you were contacted. A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

* Blurred vision
* Drowsiness
* Nausea or vomiting
* Severe headache
* Confusion
* Slurred speech
* Unresponsiveness
* Clumsy, staggering or dizziness
* Bleeding from ears or nose

**Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.**

Yours faithfully

St. Mary’s Primary School First Aiders