



Cookstown High School

First Aid Policy

Review: March 2021

Next review: March 2024

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PROCEDURE OVERVIEW

DETAILS

TITLE	First Aid Policy
TARGET AUDIENCE	Governors, Staff, Parents
REVIEW DATE	Oct 21
REVIEW LEAD	Mrs C Allen
PERSONNEL INVOLVED IN THE REVIEW OF THIS PROCEDURE:	Senior Leadership Team
POLICY PRESENTED TO THE BOARD OF GOVERNORS ON:	7 December 2021
POLICY RATIFIED BY THE BOARD OF GOVERNORS ON:	7 December 2021
EFFECTIVE FROM:	8 December 2021
REVIEW FREQUENCY:	Every three years (minimum)
PRINCIPAL	Miss G J Evans
CHAIR OF BOARD OF GOVERNORS	Mrs L Dripps

RECORD OF PROCEDURE AMENDMENTS

The following table outlines any significant changes/amendments made to this procedure since it was ratified by the Board of Governors on:

DATE OF REVIEW OR AMENDMENT	SUMMARY OF CHANGED / AMENDMENTS TO PROCEDURE	AMENDED BY

Cookstown High School

DRAFT FIRST AID POLICY

1. INTRODUCTION

- 1.1 The Board of Governors recognise their statutory duty under the Health and Safety (First Aid) Regulations (NI) 1982 to provide adequate and appropriate equipment, facilities and staff to enable first aid to be given to employees who are injured or become ill.
- 1.2 The Principal will also ensure that careful consideration is given to the likely risks to pupils and visitors to the school and make allowance for pupil numbers when deciding upon the number of trained first aid staff required. This will be addressed by the Principal and senior leadership team as part of the safety management system within the school.
- 1.3 The Principal and senior leadership team will develop and implement arrangements to ensure that:
 - The school has at least one suitably stocked first aid box (the contents to reflect minimum EA policy).
 - The school has at least one portable first aid kit which can be taken to the site of activities such as sports, outdoor activities etc.
 - The school has an 'Appointed Person' with responsibility for first aid arrangements.
 - The school provides information to staff on first aid arrangements.
- 1.4 The Principal or Appointed Person will normally be informed when first aid is administered, and a data protection compliant report will be recorded (see attached aide memoire relating to accidents).

- 1.5 Where a serious injury has been sustained as a result of an accident, or the injury requires further medical treatment or removal to Hospital, the Principal will normally request an accident investigation and the procedure to be followed is detailed in the attached accident report aide memoire.

2. DUTIES OF AN APPOINTED PERSON

- 2.1 The Appointed Person will normally take charge when someone is injured or becomes ill.
- 2.2 The Appointed Person will look after the school first aid equipment including ordering kit and restocking first aid boxes.
- 2.3 The Appointed Person will ensure the first aid equipment is checked regularly.
- 2.4 The school will endeavour to have trained first aiders available at all times when people are on the school premises and when on school trips/outdoor activities away from school premises.
- 2.5 An Appointed Person does not have to be a trained first aider. However, a first aider can undertake the role of Appointed Person.

3. FIRST AID RISK ASSESSMENT

- 3.1 The school shall ensure that the number of trained first aiders is based on a risk assessment which reflects EA guidance of 1 x first aid trained person and 1 x relief first aid trained person per 100 pupils, plus 1 x additional first aid trained person per 200 pupils thereafter. This means that the school should have a minimum of 6 first aid trained staff.
- 3.2 To take account of staff availability, the school will normally apply a 50% safety margin and aim to maintain 9 first aid trained staff.

3.3 In conducting a strategic assessment of risk the school has considered the following factors;

- The proximity of the school to the Ambulance Stations in Cookstown, Magherafelt and Dungannon.
- The proximity of the school to the Minor Injuries Unit at South Tyrone Hospital, Dungannon.
- The history of accidents/injuries within the school in terms of the more common types of injury.
- The age range of the pupils and those who may require special assistance/medical support.
- The type of activities undertaken by pupils.

3.4 The school will use the EA approved first aid training provider for staff training to ensure conformity to training standards and qualifications.

4. WHAT SHOULD BE IN A FIRST AID BOX

4.1 There is no mandatory list of items to be included in a first aid box. However, the school will adopt EA guidance and first aid kits will contain the following;

- Individually wrapped sterile adhesive dressings in assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Large sterile individually wrapped un-medicated wound dressings
- Medium sized individually wrapped un-medicated wound dressings
- Disposable gloves
- Individually wrapped antiseptic wipes
- Scissors
- Adhesive surgical tape
- Sterile water in a sealed container for eye irrigation

4.2 The first aid box equipment should be checked to ensure that equipment is not beyond its expiry date.

4.3 First aiders should only use equipment they have been trained to use.

5. DUTIES AND RESPONSIBILITIES

5.1 A first-aider is someone who has undergone a training course which complies with Northern Ireland Regulations in either first aid or emergency first aid at work and who holds a valid certificate of competence.

5.2 A certificate is valid for 3 years. Before the certificate expires the first aider should successfully complete a relevant refresher course. If they do not, then they must complete the full first aid course again.

5.3 Staff who are qualified first aiders must advise the Principal that they require a refresher course before their certificate expires.

5.4 The Principal, or nominated person, should arrange for refresher first aid courses to be booked through the EA contractor for first aid training.

5.5 Only suitably trained staffed with a valid first aid certificate should administer first aid. The EA has confirmed that they 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.

5.6 The First Aider will normally take charge when someone is injured or becomes ill.

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ACCIDENT REPORTING PROCEDURE

Once appropriate **First Aid** treatment has been given staff should:

- Record the date and time **when** the incident happened
- Record details of **who** was injured – name, gender, age
- Record details of **where** the incident took place – location, activity.
- Record details of **how** the incident happened
- Record details of any **witnesses**
- Record details of the **weather** conditions
- Record details of any **equipment** involved
- Arrange for the parent/carer to be **informed**
- Complete the **Accident Book**
- **Follow up** on the condition of the injured person.
- **Report** the incident to the Appointed Person and Principal.

If the Principal requests an **Investigation Report**, it should contain:

- All of the details listed above about **where, when and how** the incident happened
- What were the **primary** and **contributory causes** of the incident? e.g. slipped on wet ground with inappropriate footwear.
- Who was **supervising** the class or activity?
- What action can be taken to **prevent** a similar incident happening?
- Is a review of existing **risk assessments** needed or a new risk assessment needed?
- Are there any **training needs** for staff?

Addendum

What constitutes an injury requiring treatment and recording?

Any incident where first aid is applied, e.g. plaster, icepack etc., should certainly be recorded in the first aid log.

However, not all these are accidents that need to be reported to the EA. While not an exhaustive list, the following should be reported:

- Where the child is off school as a result of the incident;
- Where the child is taken to hospital or A&E/GP at the time or after school;
- Where there is a break;
- Where there is a significant cut involving blood loss or large open wound;
- Where there is a head injury resulting in even a short loss of consciousness or disorientation.
- Anything else that staff on the day would deem to be serious.

It is also advisable to report those incidents that are near misses and would have potentially resulted in serious injury.