



Parkhall Integrated College

First Aid Policy

Agreed by Board of Governors : Nov 2021

To be reviewed Nov 2025

Rationale

Parkhall Integrated College is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the College in regards to all staff, pupils and visitors. The Principal has overall responsibility for ensuring that the College has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

Purposes

This policy aims to:-

- To ensure that the College 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 any 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 medicines are only administered at the College when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the College site.

Guidelines

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the College premises is expected to take reasonable care for their own and others' safety. This policy is part of a number of College policies aiming at safeguarding children in all circumstances.

To achieve the Policy Aims, the College will:

- Have suitably stocked first aid boxes;
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health;
- Appoint sufficient Designated First Aiders to take charge of first aid.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

First Aid Boxes and First Aid Travel Bags

The first aid boxes are located in the following locations:

General Office, Technology, PE, Science, HE, Pat's Office

First aid travel bags for off site visits are also located in the Medical Room.

It is the responsibility of staff to inform the Designated First Aider when the box needs restocked.

Defibrillators

Defibrillators are situated in the reception, PE HOD Office, HE Prep Room and Youth Wing. There is a community use defibrillator on the outside wall between canteen and youth club. Designated First Aiders are trained in the use of defibrillators and carryout monthly checks that the defibrillators are working.

Designated First Aiders

The main duties of Designated First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. Designated First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Principal.

The following staff have completed a HSE-approved first aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW):

Mrs P McHenry January 2022 Expires January 2025

Miss R Elder March 2021 Expires March 2024

First Aid Training

The Principal will ensure that there are appropriate numbers of Designated First Aiders at all times and will ensure that they have undergone appropriate training, refreshed at three yearly intervals.

The College will maintain a record of employees who have undergone first aid training, which can be requested from the College office.

First Aid Information

Notices are located throughout the College indicating the location of the first aid boxes and the names of the College's Designated First Aiders.

Emergency Procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a Designated First Aider. If summoned, a Designated First Aider will assess the situation and take charge of first aid administration.

In the event that the Designated First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Ambulances

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called then the Designated First Aider or appointed person in charge should make arrangements for the ambulance to have access to the injured person.

Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination; take medical advice (if appropriate).

Accident Reporting

All accidents, administration of first aid and/or medicine will be recorded on an Accident Report Form and AR1 Form (Adult Witness Statement) which is located in the College Office

The Record shall include:

- Date, time and place of accident.
- Name and class of the person involved (if a pupil)
- Details of injury and treatment and any medication given.
- Outcome of accident
- Name and signature of the person or first aider dealing with incident.

Reporting to Parents

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as practicable. In the event of serious injury or an incident requiring emergency medical treatment the office staff will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept on SIMS. For those pupils requiring the use of Emergency Asthma Kit parents will also be notified by letter to seek further medical advice. In the event of a minor injury, where appropriate, the Designated First Aider will contact parents by telephone.

A copy of the College's accident form is available for inspection by parents.

Accidents involving pupils or visitors: accidents where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- any College activity (on or off the premises);
- the way a College activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

Will be reported in accordance with EA guidelines

Accidents involving Staff:

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
- cases of work-related disease that a doctor notifies the College of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Will be reported in accordance with EA guidelines.

Visits and Events off Site

Before undertaking any off-site events, the teacher in charge must assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved and report to the Principal. When appropriate a portable first aid kit will be carried along with pupil care plans and medication when required.

Please see separate Educational Visits Policy for more information about the College's educational visit requirements.

Administration of medicine (and procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc)

A central confidential list of all pupils' medical conditions and care plans can be accessed by all staff in Private 1 - MEDICAL INFORMATION folder). Parents of pupils required to carry or use an inhaler, blood glucose tester, insulin pens or Epipen are required to notify the College of this. The College will obtain parental consent before administering any medicines to pupils in writing.

The information held by the College will include a record of pupils who need to have access to asthma inhalers, Epipens, injections or similar and information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage, signature of person who supervised).

Any pupil with a care plan will have a meeting between the designated First Aider, Designated Nurse on Care Plan, pupil's parent/guardian and the pupil. The plans will be reviewed annually.

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them if a Parent consents to the pupil carrying his/her own medicine. This will be reviewed on a regular basis.

The Designated First Aiders will retain and administer Epipen, emergency insulin or other emergency medication for pupils with a care plan who are unable to administer these themselves. Emergency medication is kept in the metal cupboard in the General Office and HE in suitable labelled.

Where pupils need to regularly self-medicate as detailed in their care plan, these medicines are kept in numbered lockers in the medical room. Pupils are issued with a key to a locker once parents have signed a consent form.

As a general rule, First Aiders shall not administer any medication that has not been prescribed by a doctor, nurse or pharmacist

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions save where individual pupils have been given responsibility for keeping such equipment with them. Spare inhalers and emergency inhaler kits are stored centrally in the school office. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. It is the parent's responsibility to replace expired medicines. Out of date medication is disposed of through the local pharmacy. All of the above is regularly updated in line with school procedures.

EA provide annual online training for Epilepsy, Asthma and Diabetes. All staff are encouraged to avail of these courses.

For more detail of required procedures see DENI Supporting Pupils with Medication Needs in Private 1 Policies.

Risk assessments under COVID regulations should be carried out for anyone with serious illness, or pregnancy by line managers.

These policy Guidelines are translated into action through other policies and procedures, for example:

Educational Visits Policy

Child Protection Policy

Pastoral Care

Use of Reasonable Force

DENI Supporting Pupils with Medication Needs