

# Saint Mary's Kircubbin



## First Aid Policy

## **First-aid**

Following an assessment of first-aid needs using the guidance contained in the HSENI publication "First-Aid at Work" a number of first-aid personnel have been appointed. (Miss McAuley & Mr Dorrian) Posters giving details of the school's first-aiders are displayed in the office and staff room.

First-aid containers will be held in the office and practical rooms. Containers will be checked on a regular basis by the appointed person and will be restocked as required. A travelling first-aid kit will be held in the school office to be used for educational visits. The person in charge of the trip should notify the office staff if any items are used.

Any accidents must be recorded on the board's accident report form.

### **First-aiders**

The first-aiders listed above will provide first-aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first-aid cover for trips and visits, and extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school organised fund raising events, etc).

First-aid cover is not provided for contractors or events organised by third parties (evening clubs, etc). Access to first-aid equipment during the day and evening will be given if so required and requested but the school building supervisor is not qualified to administer.

First-aiders are responsible for ensuring that a record is completed for all treatment given and that the necessary details are supplied for the reporting of accidents.

### **Treatment**

The school will rely on the knowledge and experience of its trained first-aiders in order to administer the appropriate treatment to injured persons.

In emergency situations the first-aiders will call (or instruct another member of staff to call) 999 and request that an ambulance attend.

### **Escorting pupils to hospital**

When it is necessary for a pupil to be taken to hospital in an emergency situation, they will be accompanied by a member of staff, unless the pupil's parent or carer is in attendance. (every effort will be made to contact parents first)

This may not be possible if there is an external visit or trip and only one staff member is present as the staff member will have a duty of care to the rest of the group and need to stay with them.

The member of staff may travel to the hospital in their own vehicle, rather than the ambulance with the child, unless the child is overly distressed or confused. This decision should be made in conjunction with the attending paramedics and the parent or carer if contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty.

The member of staff will stay with the pupil until a parent or guardian arrives