**LONG TOWER**

**PRIMARY SCHOOL**

BISHOP STREET

DERRY

BT48 6QQ

**FIRST AID POLICY**



2022

**FIRST AID POLICY**

The Board of Governors, Principal and Staff of Long Tower Primary School accept their responsibility under The Health and Safety (First Aid) Regulation (N.I.) 1982 and acknowledge the importance of providing First Aid for employees, pupils and visitors within the school.

**Introduction**

First aid can save lives and prevent minor injuries becoming major ones.

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.

**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 Western;
* 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 EAWestern staff 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 (e.g. specialised training for children with particular medical needs);
* Notify parent/guardian that first aid treatment was given to the child.

**Arrangements for First Aid**

* The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are: -
* Phase 1- Staffroom and The Square
* Phase 2- The Work Area
* Phase 3- The Work Area
* Nursery- Nursery classroom

A travelling First Aid Kit is located in Staffroom Phase 1(It must be carried on all out of school activities and returned to the Staffroom)

A standard First Aid Box will contain:

* One guidance card
* 20 individually wrapped sterile adhesive dressings (assorted sizes)
* Two sterile eye pads
* Four individually wrapped triangular bandages
* Six safety pins
* Six medium sized individually wrapped sterile non-medicated wound dressings
* Two large sterile individually wrapped non-medicated wound dressings
* One pair of disposable gloves
* Alcohol free wipes

**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

All members of staff will be made aware of the School’s First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

**Staff Training:**

* 12 Staff Trained in First Aid (August 2020)
* Mrs Mc Govern received 3 day refresher training in June 2022
* Mr O’ Connor received 3 day refresher training in June 2022

**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.

Parents will be informed by telephone of the incident involving the bump or blow to the head and requested to come and check their child.

**Transport to hospital or home**

The Principal 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 hospital treatment is required, then the pupil’s parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, then the Principal may decide to transport the pupil to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to: -

* Only staff cars insured to cover such transportation will be used;
* No individual member of staff will be alone with the pupil in a vehicle;
* A second member of staff will be present to provide supervision of the injured pupil.

The Principal and Board of Governors will monitor this policy regularly and it will be reviewed and revised as necessary.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of the Board of Governors

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**United Nations Convention on the Rights of the Child**

This First Aid Policy adheres to the following:

**Article 24**

Every child has the right to the best possible health

Medicines Policy

Rationale

At Long Tower Primary School we aim to do all we can to keep pupils safe and healthy and to protect them from harm. LONG TOWER P.S. recognises that there are pupils who may need to take medication during school hours, for long or short term medical needs or in emergency situations. This policy forms part of the school’s overall Drugs Policy.

# Aims:

The aim of this policy is to make clear the position of LONG TOWER P.S. in relation to the administration of prescribed medication to or by children during school hours or whilst on school-related activities. It outlines the roles and responsibilities of teachers, parents and pupils to ensure the safety of our children at all times. It also outlines the procedures for the administration of prescribed medication.

Procedures for the administration of prescribed medication:

The Staff at Long Tower Primary School are under no legal obligation to administer prescribed medication of any kind to children in their care during school hours or on school-related activities.

However, we do accept that in a number of cases, a child may present with a medical condition which may or may not be potentially life-threatening but which does require regular medication. The Principal and staff will treat these cases individually, taking into account the need for specific training and/or the application of emergency procedures that may ultimately save a child’s life.

In all other circumstances, the procedures for the administration of prescribed medication will be as follows:

1. For children who do require medication, the school would request that, as far as possible, a parent/guardian/carer/other nominated adult comes to the school to administer that medication
2. The school Principal/designated teacher/classroom assistant will administer medication to pupils only on completion of an official school consent form.

###### Safe storage of medicines

Any medication brought to the school to be administered to a pupil must be clearly labelled with details including the child’s name, class and dosage instructions. It must be handed directly to a staff member and the appropriate consent form completed. All medicines will be safely stored by the school at all times.

No child should carry medication on his/her person or in his/her school bag. An exception may be made in the case of asthma inhalers or other specific medication which needs to be kept with the child at all times, in agreement with staff, parents and child.

## Roles and Responsibilities

**Pupils:**

1. Pupils should remember and ensure that they do not carry any medication around the school on their person or in school bags unless an exception has been made, as outlined above.
2. No pupil is allowed to consume any medication prescribed for another child
3. If any pupil finds any type of medication on school premises, they must not touch it and must inform a member of staff immediately

**Parents:**

As far as possible, parents should ensure that all medication is administered outside of school hours. Parents are encouraged to use their own good judgement as to whether their child is well enough to attend school.

1. If any medication is to be administered to a child, then his/her parent/guardian/nominated adult must come to the school at the appropriate times during the day, when they will be allowed to administer the medication to that child.
2. If a child is to self-administer any form of medication throughout the school day, parents must:

* Provide signed, written permission for the child to take his/her medication, clearly stating the child’s name and class, the type of medication, the dosage and when it is to be taken
* Clearly label the medication with the child’s name and class
* Hand the medication directly to the class teacher for safe storage

**Staff:**

1. School staff are not obliged to administer any medication to any child unless in a life-threatening situation as outlined above
2. Staff will supervise children’s self-administration of medication only under the conditions set out above
3. Staff may voluntarily administer medication directly to children at KS1 or to those who are unable to self-administer, in the presence of another staff member.

(d)**First Aiders**

Health-related incident:

In the event of a health-related incident, staff will follow procedures set out in the school’s First Aid and/or Emergency and Critical Incident policies, as appropriate.

A minimum of 4 staff members will be trained every three years in First Aid. (Training is due in August 2023.)

**United Nations Convention on the Rights of the Child**

**Article 24**: Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy.

# Monitoring and Review

The Principal and Board of Governors will monitor and review this policy regularly.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair of the Board of Governors)

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



#### Long Tower Primary School

##### Individual Medical Profile

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_

Doctor’s name ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Tel \_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have:

* a major illness e.g. heart condition
* a serious health condition e.g. diabetes, epilepsy, asthma
* sight/hearing difficulties
* bladder/kidney problems
* an allergy e.g. pollen, peanuts, plasters
* does your child attend any therapists e.g. speech, physiotherapy, occupational?
* any other medical issues that you feel the school needs to be aware of?

Please give details including information on any medication/treatment the child is receiving (*and how it may impact on his/her time at school.)*

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If there are any changes to my child’s medical circumstances, I will inform the school in writing immediately

Parent………………………………………. Date………………………