



Lurgan Junior High School

First Aid Policy

Personnel Responsible: Head of H&S; Principal & BOG
Approved by Board of Governors: 19 June, 2024.
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Section A

Policy Statement

The Principal and Board of Governors of *Lurgan Junior High School* accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, pupils and visitors within the school.

The staff of Lurgan Junior High School 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 – Southern Region procedure for reporting accidents.

Signed _____
(Mr J McCoy, Principal)

Date _____

Signed _____
(Mr T Enderby, Chair of Board of Governors)

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.

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 Education Authority.
- Record all occasions on SIMS (Medical) when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials for First Aid treatment.
- Make arrangements with external agencies *OR* EA support services 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 any additional requirements (e.g., specialised training for pupils with particular medical needs).
- Notify parent/guardian that first aid treatment was given to the pupil.

A Standard First Aid Kit

A standard First Aid Kit will contain the following items:

- Leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings assorted sizes (HE to have blue)
- 2 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra-large wound dressings
- 1 box of disposable gloves
- Incineration bags for body fluid
- 2 crepe bandages

Permission to be sought from parents before administering, tablets, etc.

The contents of the Kits will be checked on a regular basis by those teachers who have been trained as First Aiders. If supplies are required, ensure Health and Safety Co-ordinator is informed.

Before undertaking any off-site activities, teachers must bring a First Aid kit with them and ensure that the Principal is informed by email.

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
- If pupil takes ill in the classroom and is unable to carry on with school work, please record on SIMS and send pupil to the Front Office. A member of SLT will subsequently decide whether a pupil should return to class or a parent/ guardian be contacted.
- Office staff will telephone home to ensure pupil can be collected. This will be recorded in notebook.

The arrangements for First Aid

- Any pupil requiring a plaster will be sent to the nearest First Aider who will administer same. Permission to be granted by parent before administering.
Class teacher to record medical event in SIMS
- First Aid staff do not have access to tablets if pupil has a headache, etc.
- If pupil is susceptible to headaches, period pain, etc. parents should send paracetamol/ibuprofen to school with pupil to take as required.
- For any pupil suspected of having a break, a head injury or similar the teacher will contact the Front Office for assistance and subsequently parent/ guardian will be contacted. This is to be recorded in SIMs by the class teacher. See attached Head Injury letter.
- Epi pens and Defibrillator are stored in the Front Office. All First Aiders have been trained in their use.
- Diabetic supplies are held in Mrs Johnston's office and any pupil who requires these will be escorted with class prefect to the Front Office. Office staff will send back to class when blood sugar is balanced OR contact parent/guardian to take pupil home. It is the responsibility of parents to ensure that their child has adequate diabetic supplies in school.
- Any pupil with asthma will leave a spare inhaler in the Front Office and carry one with them at all times in school. It is the responsibility of parents to ensure that the inhalers are in date.
- Those employees who are qualified First Aiders;

Mr M Addley

Mr G Black

Mr J Black

Mrs L Dougan

Miss C McCann

Mr R McDowell

Mr S McFarland

Mr J McMahon

The location of the First Aid Kits:

Girls' Gym	– Mrs Saunderson & Mrs Dougan	Ext 319
Boys' Gym	– Mr McDowell & Mr Guy	Ext 312
RE Room	– Mrs Dougan	Ext 326
Home Economics Room	– Mrs Graham	Ext 320
Front Office	– Mrs Thompson	Ext 201
Geography Room	– Mr McFarland	Ext 324
Geography Room	– Mr McMahon	Ext 355
History Room	– Mr Addley	Ext 317
Technology & Design Room	– Mr Black	Ext 350
Technology & Design Room	– Miss McCann	Ext 351

Mrs Thompson also has ice packs and she will make a note of which children have taken one in order to ensure supplies do not run out.

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 or extension number
- Location of the First Aid Boxes

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.

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. A pupil who has received a knock to the head must always be assessed by a first aider.

Where emergency treatment is not required parent/guardian will be informed by telephone, as soon as possible, by teacher in charge when incident occurred. A 'head bump' letter will be sent home to parent/ guardian via SIMS Parent App. First aider to contact Mrs Johnston (Pastoral Office) to request this be sent out before the end of the same school day.

Transport to hospital or home

The Principal and/ or Vice Principal (Pastoral) will determine the appropriate action to be taken in each case. **AT NO STAGE MUST A PUPIL BE MOVED IF THERE IS A NECK or BACK INJURY.** If unconscious, place pupil in the **RECOVERY POSITION**. Where the injury requires urgent medical attention an ambulance will be called (Office to call 999 immediately when contacted) 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 or delegated teacher makes arrangements for transporting a pupil 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.