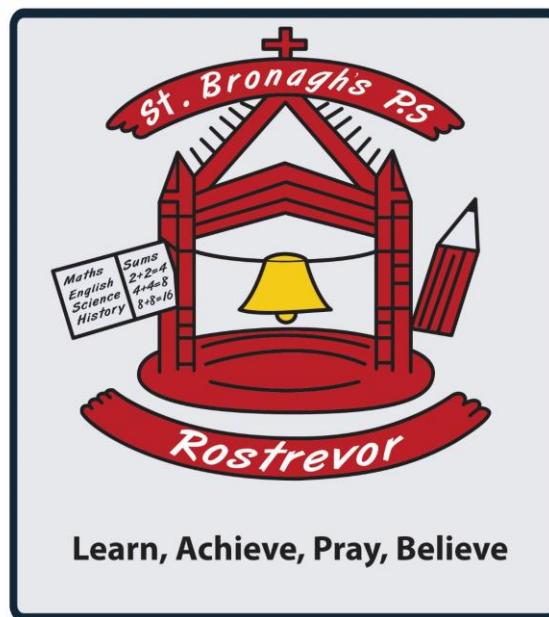


# St Bronagh's Primary School



## First Aid Policy

Date approved by Board of Governors: Spring 2026

Review Date: Spring 2029

## **Policy Statement**

The Governors and Principal of St Bronagh's Primary 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, children and visitors within the school.

The staff of St Bronagh's Primary 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 procedure for reporting accidents.

## **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. In summary the main aims of First Aid are to –

- Preserve Life.
- Prevent the situation worsening.
- Promote recovery.

## **Statement of First Aid at St Bronagh's Primary School**

The school's arrangements for carrying out the policy include the following key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors in First Aid Folder in the principal's office.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements with the EA to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require first aid treatment, including the safe disposal of used equipment, and dealing with the aftermath of any incident, especially if it was traumatic.
- Review first aid requirements for the school on a regular basis.
- Provide information to employees on the arrangements for first aid.
- Notify parent/guardian that first aid treatment was given to the child.

## **Arrangements for First Aid**

Each of the First Aiders has a First Aid Kit and there is one available in the staffroom;

- The contents of the kits will be checked on a regular basis by Lead First Aider, Mrs Downey.
- Appointed persons for First Aid are Mrs Una Downey, Mrs Mary Joyce and Mr Colm Murney.
- First Aid refresher training will be offered to all First Aiders every three years in line with EA procedures.
- A First Aid Kit will contain the following items –
  - ✓ 10 individually wrapped sterile dressings, assorted sizes.
  - ✓ 2 triangular bandages.
  - ✓ 2 sterile eye pads.
  - ✓ 6 safety pins and 1 pair of safety scissors.
  - ✓ 4 medium dressings.
  - ✓ 1 large dressing.
  - ✓ 1 roll of adhesive tape.
  - ✓ 6 pairs of disposable gloves.

First Aiders administering treatment should wear the appropriate PPE e.g., visor, face mask, apron and disposable gloves.

### **Off-site activities**

- At least one First Aid Kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, EpiPens etc.
- Grouping arrangements should be risk assessed so that an individual pupil's medication is located with the appropriate adult.

### **Information on First Aid arrangements**

The principal will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for first aid.
- Those employees with qualifications in first aid.
- The location of First Aid kits.

In addition, the principal will ensure that signs are displayed throughout the school providing the following information:

- Name of employees with first aid qualification.
- Location of 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 administer first aid unless they have been trained. However, minor cuts and grazes can be treated.

### **Accidents involving a bump 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.

Any bump to the head will be reported to parents via a first aid note sent home with the child. Every effort will be made to contact the parents via phone call when the incident occurs, to check if they wish to collect their child from school as a precautionary measure.

### **Accident and Injury Reporting**

All first aid incidents involving a First Aider, should be recorded in the First Aid Folder which is kept in the principal's office. Details regarding incidents requiring treatment by a First Aider, are shared with governors at meetings.

### **Children with Medical Needs**

Children who may require adult assistance due to their allergies, that is, the possible use of an EpiPen for anaphylaxis, or intervention for an illness such as diabetes, will be clearly identified to all adults in the school. Their medical plan will be easily accessible in their classroom, the school kitchen, the staffroom and the principal's office. Adults designated as First Aiders and relevant staff in the school will be fully familiar with the possible needs of these pupils.

### **Transport to hospital or home.**

- The First Aider and Principal will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency, an ambulance will be called following which the parent will be called.
- Where hospital treatment is required, but it is not an emergency, then the school will contact the parents for them to take over responsibility for the child.

- Accident Report Form (First Aid)

A. To be completed by a member of staff:

1. Person affected/Injured.

Name \_\_\_\_\_ Class \_\_\_\_\_

2. Teacher/Supervisors on Duty.

Name \_\_\_\_\_ Role \_\_\_\_\_

3. About the Accident/Incident.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ Place \_\_\_\_\_

4. Equipment/Machinery involved. \_\_\_\_\_

5. Description (What happened)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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B. To be completed by First Aider:

6. Injury

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Treatment

\_\_\_\_\_  
\_\_\_\_\_

8. First Aider \_\_\_\_\_

9. Contact

\_\_\_\_\_  
\_\_\_\_\_

10. Arrangements

\_\_\_\_\_  
\_\_\_\_\_

St Bronagh's Primary School – First Aid Parental Information Form

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Nature of Incident/ Illness: \_\_\_\_\_

First Aider Involved: Yes / No\* (\* Delete where applicable)

Action taken by School:

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Signed: \_\_\_\_\_ (Class Teacher/ First Aider)

Date \_\_\_\_\_

Copy to be filed in First Aid Folder in School Office