

# First Aid Policy

The First Aid procedure at Sacred Heart Primary School is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident.

It is emphasised that the **team** consists of **qualified First Aiders** and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors
- To ensure that everyone is aware of the system in place
- To provide awareness of Health & Safety issues within school and on school visits, to prevent, where possible, potential dangers or accidents.

*NB the term First Aider refers to those members of the school community who are in possession of a valid First Aid at work or Paediatric first aid certificate or equivalent.*

## Arrangements for First Aid

The location of First Aid Kits in school are:

- Staff Room
- Classrooms
- Playground
- School Kitchen

The contents of the kits will be checked on a regular basis

## Qualifications

At Sacred Heart Primary School, First Aiders hold a valid certificate of competence, issued by an organisation approved by the HSE. First Aiders will have completed either a 'Paediatric First Aid' or 'Emergency First Aid at School' training. A list of people holding a valid certificate is displayed in several locations throughout the school. The list, complete with renewal dates, is available in the school office.

## **Responsibilities of First Aiders**

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided

## **Head Injuries**

Head injuries can be problematic as the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'bumped head' letter will be handed to the child's parent/carer at the end of the school day
- Bumped head letters are available from the school office
- If a child has sustained a significant head injury, they are seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of the paramedics, followed to a hospital by a member of staff to act in loco parentis or met at the hospital by a relative.
- The First Aider does not need to be the member of staff who accompanies the casualty to hospital; however, an appropriate person should be sent who has full details of the incident.

## **Children with Medical Needs**

A list of children with Medical Needs is placed in each class register. Children with Asthma should have a separate inhaler in school, clearly marked with their name. This should be kept in their classroom. (Please refer to Asthma policy)

## **General Points**

In the case of treatment being given, a record of each pupil attended to, the nature of the injury/incident and any treatment given must be recorded in the relevant Accident Book.