

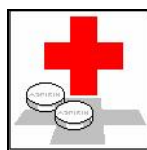
**HOLY FAMILY PRIMARY SCHOOL
MAGHERAFELT**



FIRST AID

POLICY STATEMENT

FIRST AID POLICY



The care and safety of all children is a top priority at Holy Family Primary School. To make sure that this happens a number of steps are taken.

School Procedure In The Event Of A Child Being Injured As The Result Of An Accident:

- A central first aid kit is kept in the staff room at all times. This will be used only in emergency situations. Plasters, T.C.P, dettol, creams, etc., can not be used by any school staff.
- To supplement this a first aid box has been provided in one classroom on each corridor to treat minor cuts.
- The Classroom Assistants and lunch time Supervisors are also available to give assistance in treating minor cuts
- A first aid kit is to be taken by the teacher in charge on educational trips for use in the event of accidents.
- In the event of a serious accident occurring either in the classroom or in the playground, the teacher or Supervisory Assistant notifies the Principal or Vice Principal immediately, first aid is administered, the parents contacted and the pupil sent to hospital.
- In general it is the responsibility of parents to make arrangements for their children when they become unwell at school. This would involve collecting them to take them home, to the doctor or the hospital. Where this causes extreme difficulties for parents, an available member of staff may transport the child to the local Health Centre/Hospital.
- The school will contact Parents/Carers using the emergency contact numbers, should a child become ill and/or be involved in an accident.
- In the event of a Parent/Guardian or Child Minder not being available, the Principal, Vice-Principal, first-aider or teacher with responsibility at the time, will make a judgement as to the seriousness of the situation and will act accordingly. Such action may include transporting the pupil home provided a responsible adult is available to receive him/her, to the local health centre/Hospital, contacting a doctor, ringing for an ambulance or sanctioning a limited period of time for the pupil to remain in the school under supervision and closely observed.
- In the event of a child requiring immediate attention, the Principal/Vice Principal generally

transports such casualties by car and is accompanied by a Classroom Assistant. Both remain with the child until the parents or close relative come to the Hospital.

- An accident report form (which is forwarded to NEELB) is completed by the Principal, Vice-Principal, first-aider, class teacher or Supervisor, after consultation with the child and with any other witnesses to the accident.
- Details of any medical condition which might affect a child's life in school are contained on a pupil information sheet. The class teacher can refer to this information sheet if the need arises.
- Pupils will be transported home only when the school authorities are sure that a responsible adult is waiting to receive them. The school will contact the parent/guardian prior to the pupil leaving the school premises if it is thought necessary for the pupil to be transported home.

In The Event Of Pupils Requiring Medicine During School Hours

- Parents are responsible for the administration of medicine to their children.
- In the event of prescription drugs being necessary, a parent/guardian may come to school to administer this. Alternatively, the smallest practicable dose should be brought to the school by a parent/guardian with clear written instructions for administration, giving the name of the pupil and the prescribe dose. (Glass containers should not be carried by pupils).
- Prescription medication with written authorisation on administration must be lodged with the school's office staff as early as possible in the morning. Medication of any type must not be carried around the school by any pupil.

Children With Medical Conditions That May Require Emergency First Aid

There are children who have anaphylaxis (an allergy to nuts) in the school. They may require the instant use of EPIPENS, should they have a reaction and the paramedic ambulance service should be contacted immediately. Staff in Holy Family have been trained in the administration of Epipens.

Teachers, who have children with diabetes in their classrooms, are aware of the procedures to follow.

Throughout the school we have many children suffering from asthma. These children should leave an inhaler with the class teacher with instructions on administration. These inhalers should be brought on any excursion that involves pupils being away from the school, including visits to the Library, swimming pool, sports field, etc.

If teachers are concerned about the welfare of a pupil they should contact the office immediately and inform the Principal or Vice Principal.