First Aid Policy



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| Agree Date | Review Date | Person Responsible |
| 2018 Sept | 2019 Sept | Mr Smith |

Policy statement

Upper Ballyboley Primary School is aware of its responsibility to make first aid provision for its staff and visitors to the school. We are also aware of our duty of care to our children. At present we have one member of staff who holds the First Aid at Work Certificate in line with requirements as laid down by the Employment Medical Advisory Service (EMAS).

The named employee is: Education Authority

Upper Ballyboley Primary School is aware of and adheres to the regulations in relation to re-qualification requirements as stated in the Health and Safety Executive NI guidance on First Aid at Work. It is the responsibility of management to liaise with EA to ensure that this takes place. All those employed in the school are aware of the qualified first-aider and will direct those in need of treatment or assistance to Reception or Medical Room.

Illness or Accidents in school

**During class time**

If a child becomes unwell or has an accident during class time the teacher or member of staff will contact the qualified first aider.

The first-aider will:

* assess the severity of the illness/accident and will administer appropriate first aid. The door will remain wide open while children are being treated and will be clearly visible
* the parent/guardian will be contacted if the child needs further medical attention or if the incident requires the parent being informed, this decision will be made by Principal
* all details of the incident will be recorded and what action was taken
* if a parent cannot be contacted a member of staff will accompany the child to hospital if further medical attention is required

**During Play time**

If a child presents as being unwell or has an accident during break or lunch time the above procedures are followed by the teacher/ supervisor on duty.