



First Aid Policy

Reviewed/Updated	Date
Updated	September 2025
Review	September 2028

<u>Signed:</u>	<u>Signed:</u>
Chair of Board of Governors	Principal

Aims

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. Under duties set out in the Health and Safety (First Aid) regulations 1982, Crawfordsburn Primary School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the school.

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid.

Trained First-Aiders

We currently have four trained First Aiders in school. These are namely:

Mrs Alison Montgomery	Mrs Megan Warke
Miss Kerry Sweeney	Ms Alex Copley

The above members of staff **must be consulted** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Any head injury
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of staff **must be consulted** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with Epipens in school - irrespective of the type of illness or injury sustained. **Pupils must not be left/sent to self-administer their own treatment.** Classification for incidents such as these is 'First Aid'.

Consultation from a First Aider **should not be sought** in the event of **minor incidents** which may be treated with pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel sick/actually are sick
- Minor trips/falls
- Minor marks to the body (bruises), skipping rope burns etc

Serious Injury

Should a more serious injury occur, a First Aider should take charge and decide upon appropriate action. The First Aider will assess the injury and decide whether the parent should be contacted and if so; the injured child will be kept comfortable and will be monitored closely until the parent arrives.

If the situation requires an ambulance to be called, parents will be contacted immediately and if parents are unable to travel in the ambulance, then a member of staff will accompany the injured child. The school's responsibility ceases as the child is entrusted into the care of the NHS ambulance personnel. **A member of school staff cannot give permission for any treatment at the Accident & Emergency department.**

The Principal and any other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the school's policies or procedures, and act accordingly, making suitable adjustments where necessary.

Recording

Accidents/Incidents should be recorded in the Class Accident Books, which can be found in the class First Aid pack. It is vital that the person to whom an injury is initially reported, or the person who witnesses the injury, completes the Class Accident Book. If First Aid is required, the First Aider who administers First Aid, or the person who contacts the child's parent/guardian may also need to complete relevant sections in the Class Accident Book.

The Class Accident Book and any document relating to the accident/incident, or the application of Intimate Care must be filled in accurately and with diligence, as these are discoverable documents and may be used in evidence at a future date in legal proceedings. Failure to complete a necessary document relating to the above is not acceptable.

Education Authority Online Accident Reporting System

In the event of an accident taking place that requires First Aid, the EA Accident Form should be completed. It can be found in the school office. If this form needs to be completed it should be done so by the adult who witnessed the injury or to whom the injury was initially reported. The school office will use the information from within the form to complete the online accident reporting form.

If someone is unsure as to whether an EA Accident Form should be completed, they should consult the Principal or Vice-Principal.

Reporting

Each separate accident/incident is reported in the Class Accident Book. The tear-off carbonised strip should be placed in the child's schoolbag.

It is the responsibility of the person who witnesses the injury or to whom the injury is initially reported, to ensure that the slip is placed in the child's schoolbag to alert the child's parents that their child received an injury in school.

Should an accident occur off-site, the incident should be recorded at that location following their procedures and again on return to school in the Class Accident Book and EA Accident Form.

Parents will be informed of minor injuries using the tear-off carbonised strip which will be dated and placed in the child's schoolbag.

Teachers of P1-3 children will make every effort to communicate verbally with the child's parent/carer during collection at the end of the school day.

Head Injuries

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. Teachers will ensure that the school will always phone the parent/guardian and inform them of the incident. A head injury letter will be sent home with the pupil with information regarding general concussion/head injuries (see EA Notification to parent of head injury – Appendix 1).

Head injuries where there are signs of concussion should be reported immediately to parents. In the case of head injuries, the person phoning the parent should ascertain as much information as possible before the phone call and relay as much information as possible to the parent. If there is any doubt regarding the seriousness of the injury, please consult the Principal or VP.

ILLNESS

Crawfordsburn Primary School is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

Procedure

An incident of illness will be treated as per injury procedure. If a child is feeling unwell then they will be monitored closely in class until a decision can be reasonably made as to whether they are able to remain in school.

If a child is feeling unwell and is deemed too sick to remain in school, then the child will be made as comfortable as possible and kept under close supervision. The child's parents will be contacted so that they can collect their child. If there is concern about a serious illness, a First Aider will decide if an ambulance is required.

From this point on, the provisions of the Public Health Agency Guidance on Infection Control in Schools and other Childcare Settings will govern the child's return to school, if applicable.

If a child has been unwell in school but has been deemed fit to remain, then parents/carers will be informed by a message on Seesaw/ phone call from the teacher. Teachers of P1-3 children will also make every effort to communicate verbally with the child's parent/carer during collection at the end of the school day or by sending a message on Seesaw.

Date: _____

Head Injury Letter

Dear Parent/ Guardian

Your Child received a bump on their head today whilst attending School.

Description of how head injury occurred

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.....
.....

A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.

Appendix 2

Recording/Reporting Quick Guide

1. Minor Injury (something that doesn't require the involvement of a First Aider)

Examples of these are:

Minor cuts or grazes

Minor trips/falls

Minor marks to the body (bruises), skipping rope burns etc

Action:

- Complete Class Accident Book and send tear-off strip home.

2. Injury that requires the involvement of a First Aider

Action:

- Complete Class Accident Book, notify parent/carer and send tear-off strip home.
- Complete EA Accident Form located in School Office.
- School Office will complete online reporting form.

3. Accident that involves a head injury

Action (as above, with the addition of the head injury letter)

- Complete Class Accident Book, notify parent/carer and send tear-off strip home.
- Complete head injury letter.
- If First Aider is involved- Complete EA Accident Form located in School Office and the online reporting form will be completed.