



Cambridge House Grammar School

First Aid Policy

1. Rationale

- 1.1 The Principal and Board of Governors of Cambridge House Grammar 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, students and visitors within the School.
- 1.2 The staff of CHGS 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.

2. Definition

- 2.1 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.

3. First Aid Provision

- 3.1 All employees have a duty to provide appropriate care and support to our children.
- 3.2 The school will ensure that at least ten members of staff are provided with regular training to maintain their First Aid qualifications.
- 3.3 Appropriate equipment and materials for First Aid are provided.
- 3.4 On all occasions when First Aid is administered to employees, pupils and visitors a record should be kept and parents/guardians will be notified.
- 3.5 As appropriate to the degree of injury, accidents should be reported to EA using relevant form.
- 3.6 The Principal and Board of Governors will review the First Aid policy regularly.

4. Arrangements for First Aid

- 4.1 The following members of staff are qualified First Aiders:

- Mrs Ruth Westerhuis – Pupil Welfare Auxiliary / Appointed person

- Ms Linda Martin – Clerical Officer/Librarian
- PE – John Nicholl and Laura Nevin
- Technology – Maeve Connolly and Neil Johnston
- HE – Emma Gillespie
- Science – Jackie McNeill and Peter Dawson
- Sixth Form Centre – Lauren McQuillan

4.2 The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are: -

- Sick Bay / Medical Room
- Each Science and Science prep room
- Home Economics prep room
- Each Technology practical room
- P.E. staff office
- Sixth Form Centre staff office
- Library
- Reprographics

4.3 There are also additional first-aid kits for:

- Day trips
- Sports trips
- Duke of Edinburgh events

4.4 There is no mandatory list of items to be included in a first-aid container. As a guide, a minimum stock of first-aid items would contain the following:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings assorted sizes
- 2 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 4 medium wound dressings
- 2 large wound dressings
- 1 extra-large wound dressings
- 2 low adherent dressings
- 2 pairs of disposable gloves
- 3 Sick bags
- Moist wipes
- adhesive tape
- disposable aprons
- Scissors

4.5 There will also be additional items included to tailor the kit to the area in which it is located.

4.6 The contents of the Kits will be checked and any used items replaced, on a regular basis, by the Pupil Welfare Auxiliary.

4.7 Before undertaking any off-site activities, the level of first aid provision will be assessed and at least one First Aid Kit will be taken along.

4.8 All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained, however, all staff have a duty provide appropriate care and support to our pupils.

5. Accidents involving bumps to a Pupil's head

5.1 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. Where emergency treatment is not required an accident report will be sent home to the parent/guardian and they will be contacted by telephone by the Pupil Welfare Auxiliary or First Aider who assessed them.

6. Transport to hospital or home

6.1 The Principal / Authorised Person will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, the Principal may decide to make arrangements to transport the pupil to the hospital.

6.2 Where the Principal / Authorised Person makes arrangements for transporting a child, the following points will be adhered to:

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

7. Automated External Defibrillator (AED)

7.1 An AED is a safe, easy to use, very effective, compact, portable device which is designed to be used by lay persons to deliver a high energy electric shock to a victim of Sudden Cardiac Arrest (SCA). It automatically diagnoses the heart rhythm, and determines if a shock is needed. The machine guides the operator through the process by verbal instructions and visual prompts, which are helpful for responders who are hard of hearing or are operating in noisy environments. They are safe and will not allow a shock to be given unless the heart's rhythm requires it.

7.2 As part of Cambridge House Grammar School first aid provision an AED is located in the foyer, to the right of the main office.

7.3 In the event of an emergency, where Sudden Cardiac Arrest is suspected, the AED should be retrieved and brought to the location. An AED can be used safely and effectively without previous training and provided a person is willing to use the AED they should not be prohibited from doing so. However, both the guidance to the first-aid regulations and RC(UK) state that users of AEDs should be appropriately trained and regular refresher training should be carried out. A record will be kept of AED operator trained staff.

7.4 The AED coordinator is the Pupil Welfare Auxiliary, Mrs Ruth Westerhuis, and the deputy is Mr Adrian Johnston.

7.5 For further information see *AED – Guidelines for schools*:

<https://www.eani.org.uk/sites/default/files/2018-10/AED%20Guidelines%20for%20Schools.pdf>

Superseded documents

N/A

Review Date:

March 2025 or in light of DE Guidance

Signed:



(Principal)

Signed:



(Chair of Governors)

Date:

Tuesday 15 March 2022