



Ballyoran Primary School

First Aid Policy

Reviewed January 2026

INTRODUCTION

First Aid can save lives and prevent minor injuries becoming major ones. Under the Health and Safety (First Aid) Regulations (NI) 1982, employers have to ensure that there are adequate and appropriate equipment and facilities for providing First Aid in the work place. Although these Regulations apply to the provision of First Aid for employees, schools need to consider carefully the likely risks to pupils and visitors and make allowances for them when drawing up a First Aid Policy.

AIM

Staff (teaching and non-teaching), pupils and visitors in schools may suffer injuries or fall ill, our aim is to ensure that they receive immediate attention and that an ambulance is called in serious cases.

THE MINIMUM FIRST AID PROVISION

1. A suitable stocked First Aid box
2. An Appointed Person to take charge of First Aid arrangements. The Appointed Person is Mr Hendron
3. Provision of information to employees on First Aid arrangements

Ballyoran Primary School endeavours to meet and supplement these minimum requirements following a risk assessment. First Aid provision will be available on school premises and off the premises whilst on school visits.

THE FIRST AID BOX

There are 7 First Aid Boxes covering all areas of the school:

- Key Stage 1 Communal Area
- Nursery Kitchen
- Butterfly Room
- Staff Room (Large First Aid Box with Burns Kit and Travelling Kits)
- Caterpillar Room
- Year 3 Classroom
- Dinnerhall

Travelling First Aid kits are available in the staff room for use out of school.

There is also a Burns Kit in the staff room.

First Aid boxes will contain items which a First Aider has been trained to use.

The Large Box in the staff room will contain:

- List of Contents
- One guidance card
- A list of essential telephone numbers
- Individually wrapped sterile dressings (assorted sizes)

- Sterile eye pads, with attachment
- Individually wrapped triangular bandages
- Safety pins
- Medium individually wrapped sterile unmedicated wound dressings
- Large individually wrapped sterile unmedicated wound dressings
- Extra large individually wrapped sterile unmedicated wound dressings
- Disposable ice packs
- Disposable gloves
- Individually wrapped moist cleansing wipes
- Scissors

Tablets or medicines will not be kept in the First Aid box.

Disposable Ice packs are available where there are First Aid kits and in the Staffroom and Dinner Hall.

Before undertaking any off site activities an assessment will be made of what level of First Aid provision is needed.

Travelling, Nursery Kitchen, Key Stage 1 Communal Area, Year 3, Caterpillar Room and Butterfly Room First Aid Boxes will contain:

- List of Contents
- One guidance card
- A list of essential telephone numbers
- Individually wrapped sterile dressings (assorted sizes)
- Sterile eye pad, with attachment
- Individually wrapped triangular bandages
- Safety pins
- Medium individually wrapped sterile unmedicated wound dressings
- Large individually wrapped sterile unmedicated wound dressings
- Extra large individually wrapped sterile unmedicated wound dressings
- Disposable gloves
- Disposable ice packs
- Individually wrapped moist cleansing wipes
- Scissors

Additional items may be necessary for specialised activities or individual children.

First Aid boxes will be checked on a regular basis and restocked as required.

All First Aid boxes will be marked with a white cross on a green background. Rooms which have these will also have a sign on the door.

Emergency Salbutamol Inhalers, along with instructions for administration, are kept in the office.

The school has two spare epi pens: one in the staff room and one in the kitchen for the Breakfast Club

FIRST AIDERS

A First Aider is someone who has undergone a 3 day HSENI approved training course in administering First Aid at Work and holds a current First Aid at Work Certificate. This Certificate is valid for a period of three years and it is a requirement that a two day refresher course must be successfully completed within three years. If not, the 3 day course must be re-taken. Certificates are on display in the staff room.

The following 10 staff have completed this training and so are recognised Designated First Aiders:

- Mr Hendron (First Aid Co-ordinator)
- Mrs Muldrew
- Mrs Somerville
- Mrs Nellins
- Mrs Stewart
- Miss Wilson
- Miss Dudek
- Mrs McDonnell
- Miss Murray
- Mrs Reid

PROVIDING INFORMATION

All staff are informed of the First Aid arrangements. This includes the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the schools' First Aid needs.

All teachers will be provided with disposable gloves in the classroom, no child should be treated without the teacher or assistant wearing disposable gloves. This is to prevent the spread of infection. Teachers should notify the Appointed Person when they need new gloves.

First Aid notices are displayed around the school and information leaflets are available to staff.

Induction Programmes will ensure that new staff are aware of the First Aid arrangements and a First Aid Policy will be available for them.

FIRST AID ACCOMMODATION

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes but needs to

be readily available for that purpose. At Ballyoran Primary School this is the staff room.

HYGIENE/INFECTION CONTROL

All staff in Ballyoran Primary School will take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

REPORTING

Illness

In the case of pupils who are feeling unwell, the class teacher will use their own judgement in deciding a course of action. This will either be keeping them in class while monitoring the situation or sending them to the office so that a parent can be contacted to come and collect them.

Accidents

A child who has had a simple accident will receive care and attention from the class teacher/classroom assistant/lunchtime supervisor using their own judgement and a 'common sense approach'. If they are concerned they will send the child to one of the Designated First Aiders who will check the child.

The Designated First Aider who treated the pupil will use their own judgement in deciding a course of action.

If the Designated First Aider is happy that there has been no serious injury the child will be sent back to class and the class teacher will monitor the situation.

If the Designated First Aider decides that a pupil would be more comfortable at home or is concerned about the severity of their injury then a parent will be contacted by the secretary. If the parent is not available, the List of Contacts will be used in their preference order. If no-one can be contacted then the child will remain in school until someone can be contacted or home time. In the case of a severe injury where hospital attention is required and a parent cannot be contacted the school will transport the child to hospital.

A parent will always be informed in writing if their child receives First Aid. This will be the responsibility of the Designated First Aider who treated the pupil using the agreed Pro forma.

Please Note: All significant bumps to the head will be referred to a Designated First Aider.

Where deemed necessary, in the case of either illness or injury ANY member of staff should Dial 999.

RECORD KEEPING

Ballyoran Primary school will keep a record of any First Aid treatment given by First Aiders. There are three forms;

- Incident Reporting Booklet (Green)
- Concussion Alert Record (Red)
- Accident Record Forms (Green) for more serious incidents which include:
 - ✓ the date, time and place of the incident
 - ✓ the name, class and teacher of the injured pupil
 - ✓ details of the injury/illness and what First Aid was given
 - ✓ what happened to the person immediately afterwards (eg. Sent home, resumed normal duties, went back to class, went to hospital)
 - ✓ name and signature of the First Aider dealing with the incident.
 - ✓ signature of Principal

These records will only be completed by the Designated First Aider who treated the child and will be sent to the Principal for signing and then filed in the Individual Pupil's File and Whole School File, in the office by the secretary.

All Teachers have Incident Reporting Booklets (Green) and Concussion Alert Books (Red) which are completed to inform parents of any minor incidents eg cut and plaster which do not require a First Aider. A copy of this is sent home and the other copy goes to the office – one copy to the Individual Pupil File and one copy to a Whole School Record.

All staff accidents will be reported to the Principal immediately on the day of the accident and recorded in a separate Staff Accident Book kept by the Principal.

If any accident is deemed serious enough, a report will be logged on the EA Accident Reporting portal.

RISK ASSESSMENT

Schools normally fall into the lower risk category and the provision provided in Ballyoran Primary is based on a Risk Assessment. Risk assessment considers:

- The size of the school
- The lay-out of the school
- The number of First Aid personnel
- The proximity of the school to emergency services
- First Aid provision for off-site activities ie. school trips
- Provision during lunch-times and breaks
- Provision for absences
- Provision for out of hours activities (They should have their own arrangements)
- Provision for School Meals Kitchen (They have their own First Aid procedures)

Guidance and advice was sought from the Education Authority-Southern Region before drawing up this First Aid Policy.

DEFIBRILATOR

The school has a Defibrillator located in the staffroom. This can be used by any member of staff but a number of staff have received specialised training on its use and all staff have attended a raising awareness session on its use.

LIFE VACs

The school has 5 Life Vacs as a back up for choking which are located as follows:

- Dinnerhall
- Nursery Corridor
- FS Resource Area
- Caterpillar Room
- Staff Room

It must be stressed that these are not to be used in place of the Heimlich Manoeuvre but as a back up should it not work.

POLICY REVIEW

This Policy will be reviewed and updated as necessary.