



First Aid Policy

Date Approved by the Board of Governors: June 2025

Date to be reviewed by: June 2028

Introduction

Policy Statement

Bangor Central Integrated Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid and ensure best practice by extending the arrangements as far as is reasonably practicable to all employees, children and others who may visit our school.

Responsibility for first aid provision at school is held by the principal who is the responsible manager. This is delegated to appointed persons.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aim

- To ensure that first aid provision is available at all times while people are on school premises and also off the premises whilst on educational visits.

Objectives

- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's first aid arrangements.
- To provide first aid as necessary from trained adults.
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary.
- To encourage every child and adult to begin to take responsibility for their health needs.

First Aid Provision

Personnel

The principal is responsible for putting the policy into practice and for developing detailed procedures. The principal will ensure that the policy and information on the school's arrangements for first aid are made available to parents.

Qualified First Aid Staff

Mrs. K. Arbuthnot (co-ordinator)

Miss Barbour

Mr. Murray

Mrs. Manogue

Mrs Christie

Mrs McMullan

Mrs Stewart

Mrs Robinson

Miss McAleese

Miss Harris

Mrs Bowden

The appointed staff members to take charge of first aid arrangements including looking after equipment and facilities are Mrs Arbuthnot & Miss Barbour.

First aid kits

First aid kits are located in:

- First aid bay (checked and re-stocked by Miss Barbour)
- Staff room- Portable first aid kits are located in the staff room - It is the responsibility of whoever signs out a first aid kit to restock it if equipment is used. Resources to restock a first aid kit can be found in the first aid bay. These kits must accompany all groups on educational visits.

Portable first aid kits should typically include:

- 6 individually wrapped sterile plasters (various sizes)
- 1 large wound dressing
- 2 triangular bandages
- 2 safety pins
- Compression bandage
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves
- Scissors

No medicines or tablets are to be kept in first aid kits.

Ice

Ice is kept in the staff room. It is checked and replenished by Miss Barbour regularly.

Defibrillator

School defibrillator is kept in the staff room. It is checked weekly to ensure it is working by Miss Barbour.

Procedures

- When a pupil is ill, parents /guardians will be contacted as soon as possible so that the pupil can be collected and taken home.
- In the event of injury or a medical problem, if possible, a qualified first aider will be contacted.
- Children will be inspected by the first aider and where appropriate, treated.
- Parents/guardians are contacted if there is a head injury or if there are any doubts over the health or welfare of a pupil.

- In the event of serious injury or medical emergency, an ambulance should be called at the earliest opportunity.
- Minor ailments eg. cuts and grazes should be dealt with by members of staff or a first aider if available.
- Disposable gloves should be used when dealing with injuries and good hand hygiene should be observed.
- In the event that the child requires hospital treatment and the parents/guardians cannot be contacted prior to attendance, the qualified first aider /appointed person / another member of staff will accompany the child to hospital and remain with them until the parents/guardians can be contacted and arrive at the hospital.
- Red triangle emergency procedure is adopted by all staff. If there is an emergency of any description, the red triangle should be given to a child and they should be directed to the first adult they come to. This indicates that help is required urgently.
- Staff must take mobile phones with them when off-site or in the playground in case of an emergency.
- Teachers must take pupil's medication with them on any visits outside of school.
- Pupils' medical needs are centrally recorded on a Pupil Information sheet within each class. This should be easily accessible for any personnel covering the class.

Accident Reporting and Record Keeping

- All injuries must be reported in an accident reporting book. Each classroom has an accident report book. There is also one in the first aid bay and in the school office. One copy of this form stays in school and one is sent home for parents/ guardians.

Details to be recorded:

- Name and class of injured person
- Name of the person administering first aid

- Date and time of the accident
 - Type of accident (eg. bump on head etc)
 - Treatment provided and action taken
 - Signed by the person administering first aid.
- EA online accident report form is completed if a pupil has had hospital treatment or an ambulance has been called from an injury that has happened on the school premises. This is completed by Miss Barbour and any witnesses of the accident. This is checked by the principal before being submitted to the education authority.

Head Lice

- If there is a suspected case of head lice in a class, a general email is sent to the parents/guardians of all pupils in that class.

Epi pens

- Two in date epi pens are required to stay in school for those pupils who require one.
- One will be kept in the pupils' classroom and another will be kept in the staff room.
- Two epi pens should be taken on any off-site trips and returned to the correct locations once back into school.
- Expiry dates will be checked by Miss Barbour and parents/guardians will be notified when new epi pens are required in school.
- All epi pens will be sent home on the last day of term 3.
- Text message reminders will be sent to parents/guardians to send in epi pens on the first day of a new school year.
- Individual action plans for administering epi pens will be displayed in the pupil's classroom and on the medical noticeboard in the staff room. The pupil's picture will be added to the action plan. Permission for this

to be displayed will be collected from the parent/guardian at the start of a new academic year.

- Reminders will be sent to parents/guardians at the start of a new school year regarding our school being nut free.

Inhalers

- Text message reminders will be sent to parents/guardians to send in inhalers on the first day of a new school year.
- All inhalers will be sent home on the last day of term 3.
- All inhalers will be clearly labelled with the pupil's name and kept in the pupil's classroom.
- Inhalers should be taken on any off-site trips and returned to the correct locations once back into school.
- If a pupil has severe asthma, inhalers should be brought to all locations e.g. assembly hall during PE & after school clubs.

Administration of medication in Bangor Central I.P.S

- The Board of Governors and staff of Bangor Central Integrated Primary School wish to ensure that pupils with medication needs, receive appropriate care and support in school. The principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
Please note that parents/guardians should keep their children at home if acutely unwell or infectious. Please refer to appendix 1 document from the public health agency for further guidance.
- Parents/guardians are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

- Prescribed medication will not be accepted in school without completing the school administering medication form (appendix 2). These can be completed at the school office.
- Medication will be kept in a secure place and out of the reach of pupils.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents/guardians of the refusal, as a matter of urgency, on the same day.
- It is the responsibility of parents/guardians to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents'/guardians' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- For each pupil with long-term or complex medication needs, the principal, will ensure that a Medication Plan and protocol is drawn up, in conjunction with the appropriate health professionals.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under staff supervision.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed. An ICE form (appendix 3) will be completed by all parents/ guardians for all pupils attending residential trips.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

Policy Date: March 2025

Do I need to keep my child off school?

Chicken Pox
Until all spots
have crusted
over

Conjunctivitis
No need to stay
off but school
or nursery
should be
informed

**Diarrhoea &
Vomiting**
48 hours from
last episode

**Glandular
Fever**
No need to stay
off but school
or nursery
should be
informed

**Hand, foot &
mouth**
No need to stay
off but school
or nursery
should be
informed

Impetigo
Until lesions are
crusted & healed or
48 Hours after
commencing
antibiotics

**Measles or
German
Measles**
4 days from
onset of rash

Mumps
5 days from
onset of swelling

Scabies
Until after first
treatment

Scarlet Fever
24 hours after
commencing
antibiotics

**Slapped
Cheek**
No need to stay
off but school
or nursery
should be
informed

**Whooping
Cough**
48 Hours after
commencing
antibiotics

Flu
Until
recovered

Head Lice
No need to stay
off but school
or nursery
should be
informed

Threadworms
No need to stay
off but school
or nursery
should be
informed

Tonsillitis
No need to stay
off but school
or nursery
should be
informed



Bangor Central Integrated Primary School

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Dear Parent/Guardian,

Please fill out the information below if you require a member of staff to administer medicine to your child during the school day.

Should your child require an extra dosage of medication in a school day, we will require you to come to school to administer this.

Many Thanks
Miss Barbour
(School First Aider)

Pupil: _____

Medication & Dosage: _____

Time to administer medication: _____

Parental/Guardian signature: _____

Date: _____



Bangor Central Integrated Primary School

I.C.E.

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Pupil's Name: _____ Class Teacher: _____

Does your son/daughter suffer from any medical condition?
Does your son/daughter suffer from any serious allergy?
Has your son/daughter had any recent illness or injury?

Yes No

If you answered yes to any of the above questions please give details of medication and/or treatment currently being undertaken, and include the name and telephone number of your child's own doctor.

Name of Doctor:	Phone No:

Please tick if you give permission for your child to have Calpol/Travel Sickness tablets

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Does your son/daughter have any special dietary requirements?

Yes No

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If yes, please give details

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Signed: _____ Date: _____