

St. Gerard's
School & Support Services



First Aid Policy

First Aid Policy

(Aligned with EA Guidance – 2025/2026)

Purpose

The Principal and Board of Governors of **St Gerard's School and Support Services** accept their responsibilities under the **Health and Safety (First Aid) Regulations (Northern Ireland) 1982** and recognise the importance of providing effective First Aid provision for employees, pupils and visitors.

The school also complies with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 (RIDDOR)** and follows **Education Authority (EA) procedures** for recording and reporting accidents and incidents.

This policy applies across all school sites and activities, including off-site visits.

Statement of First Aid Provision

The school's arrangements for First Aid will:

- Place a duty on the **Board of Governors, Principal and First Aid Coordinator (Mr Dermot Niblock)** to approve, implement, monitor and review this policy
- Place individual duties on **all employees** to act responsibly and in line with training
- Ensure accidents and incidents are **reported and recorded using EA systems**
- Record all occasions when First Aid is administered to **pupils, staff or visitors**
- Provide appropriate equipment, materials and facilities for First Aid treatment
- Ensure adequate numbers of **trained First Aiders**, with records maintained and reviewed annually
- Establish clear procedures for managing accidents and medical emergencies
- Provide staff with information on First Aid arrangements and procedures
- Undertake and regularly review a **First Aid risk assessment**, including consideration of pupils with complex medical needs
- Notify parents/carers whenever First Aid treatment is administered to a pupil

Definition of First Aid

First Aid is the **immediate assistance or treatment** given to a person who is injured or suddenly taken ill. This may range from minor treatment to emergency measures required to stabilise a casualty until professional medical help is available.

Justification

First Aid provision exists to:

- Preserve life
- Prevent a condition from worsening
- Promote recovery

The school has both **legal and moral responsibilities** to safeguard the health, safety and wellbeing of pupils, staff and visitors.

Governance and Responsibilities

Board of Governors

- Approves and reviews the First Aid Policy
- Monitors effectiveness through reports and audit

Principal

- Ensures compliance with statutory and EA requirements
- Ensures adequate First Aid provision and trained staff
- Oversees incident management and reporting

First Aid Coordinator (Mr Dermot Niblock)

- Maintains training records
- Oversees First Aid supplies and audits
- Ensures EA accident reporting systems are completed

Employees

- Follow First Aid procedures
- Report accidents and hazards immediately
- Do not administer First Aid unless appropriately trained

Arrangements for First Aid

The school will provide appropriate First Aid equipment and facilities.

Main First Aid Kits are located at:

- Main Office (under worktop)
- PE Store
- Mr Black's Office (Complex Needs)
- Miss McGivern's Room (Junior School)
- Old Vice-Principal's Office (Middle School)
- Mr Geoghan's Store Room (Senior School)

A **mobile First Aid kit** is maintained for use on school minibuses, trips and outdoor activities.

First Aid Training and Provision

- The school maintains an appropriate number of **qualified First Aiders** holding valid **First Aid at Work (FAAW)** certification
- Only **EA-approved providers** are used for training
- Training records are reviewed annually
- Additional training is provided where required, including:
 - CPR
 - Anaphylaxis and auto-injector use
 - Epilepsy and Buccal Midazolam
 - Diabetes
 - Choking
 - Administration of medication

Skills are refreshed annually. New staff receive training as required as soon as practicable.

Pupils with Medical Needs

- Pupils with medical conditions have an **Individual Health Care Plan**
- Staff identified in the plan are trained and signed off accordingly
- Information is shared with staff on a **need-to-know basis**, including via staff briefings and pupil information posters
- Allergens and triggers are clearly identified and communicated

Accident and Incident Procedures

For Pupils

- First Aider is called to assess and treat
- Further assistance summoned as required
- The class teacher records the incident on **SIMS** and informs parents
- First Aider completes the **EA online accident report**
- All head injuries, **however minor**, are reported to parents by telephone

For Staff

- First Aider assesses and treats
- EA online accident/injury report completed
- Incident recorded in the school accident book
- Next of kin contacted where required

Infection Control

To minimise infection risk:

- Waterproof dressings must cover cuts on First Aiders
- Hands must be washed before and after treatment
- Disposable gloves worn where contact with bodily fluids is possible
- Disposable materials used and disposed of safely
- Contaminated areas disinfected appropriately
- Soiled clothing washed at high temperature
- Medical advice sought if exposure occurs

Communication with Parents

- Parents/carers are informed of all First Aid treatment
- Pupils are never left unattended following injury
- In a serious emergency, 999 is called immediately and parents informed
- Accident slips and guidance (e.g. concussion advice) are provided

Transport to Hospital or Home

- The Principal or Vice-Principal determines appropriate action
- Ambulances are called for urgent medical needs
- Parents/carers assume responsibility wherever possible
- If school transport is required:
 - Only insured staff vehicles are used
 - No staff member is alone with a pupil
 - A second adult is always present

Information and Awareness

The school ensures that:

- Names and locations of First Aiders are clearly displayed
- First Aid kit locations are signposted
- All staff are familiar with this policy
- Temporary staff are briefed as part of induction

Evaluation and Review

- This policy is evaluated annually or following a significant incident
- A sub-committee of the Board of Governors monitors effectiveness
- Amendments are made to ensure continued compliance with **EA guidance** and good practice