

First Aid Policy

This policy was updated: **September 2024**

This policy will be reviewed: **September 2026**

Statutory policy? **Yes**

Introduction

The Directors of Nulogic Training Ltd accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The staff of Nulogic 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 procedure for reporting accidents.

Signed Bradley Reece-Jones
Head of Alternative Provision

Date 09/08/2024

Introduction

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.

Statement of First Aid Provision

Nulogic's arrangements for providing First Aid will: -

- Place a duty on the head of alternative provision to approve, implement and review the First Aid policy.
- Place individual duties on all employees.
- Report and record accidents using relevant form and password protect.
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment.
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually.
- Establish a procedure for managing accidents which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- First Aid equipment reviews on a regular basis.
- Notify parent/guardian and school that first aid treatment was given to the child.

Arrangements for First Aid

Nulogic will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits: -

- Classrooms
- Kitchen
- Office

A standard First Aid Kit will contain the following items:

- Individually wrapped sterile adhesive dressings assorted sizes
- Triangular bandages
- Sterile eye pads
- Safety pins
- Medium wound dressings
- Large wound dressings
- Extra-large wound dressings
- Pair of disposable gloves

The contents of the Kits will be checked on a regular basis by **Paige Dutton**

The School First Aider(s) is/are **Paige Dutton**

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

Information on First Aid Arrangements

The Head of Provision will inform all employees at the Nulogic of the following: -

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition, the Head of Provision will ensure that signs are displayed throughout the classroom providing the following information: -

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Box.

All members of staff will be made aware of the First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

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.

Where emergency treatment is not required a 'Head Bump' phone call to the parent/guardian or/and school.

Transport to hospital or home

The Lead Tutor 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 learner's parent or guardian will be notified. If hospital treatment is required, then the learner'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, then the lead tutor may decide to transport the pupil to the hospital.

Where the tutor makes arrangements for transporting a learner then 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 learner in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.