



# First Aid Policy

## **Schedule for Developing, Monitoring and Review Policy**

**Approval by the Board of Governors:**

September 2025

**The implementation of this  
Policy will be monitored by:**

SLT  
Chris Denvir

**Monitoring and Reviewing:**

Quadrennially, and as required following  
any change to provision.

*This policy is written following the guidelines given in the document "Guidance on First Aid for Schools" published by DENI.*

It is the responsibility of Glengormley Integrated Primary School to provide adequate and appropriate First Aid to children, staff, parents and visitors and to put the procedures in place to meet this responsibility.

### **Aims**

- To identify the First Aid needs of the school in line with Education Authority requirements.
- To carry out a school Risk Assessment.
- To ensure that provision is available at all times while staff are on school premises or off the premises whilst on school visits.

### **Objectives**

- To appoint the appropriate number of suitably trained staff as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents via the School Website of First Aid arrangements.
- To complete accident forms and forward to EA as required.

### **Duties and Responsibilities**

The Board of Governors is responsible for the health and safety of school staff and anyone else on the premises. This includes the Principal and staff, children and visitors. The Principal must ensure that a Risk Assessment of the school building is undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and in place.

The Principal and teacher in charge of First Aid are responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the school's arrangements for First Aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their Induction Programme. The staff notice board should display important First Aid details and staff training is given in response to need. An up to date list of qualified First Aiders is displayed on the outer door of the First Aid room.

Each teacher will display the appropriate medical forms in their classroom (for children with medical needs) to be duplicated in the staffroom. As appropriate, teachers will take required medical necessities on trips.

All staff are expected to do all they can to secure the welfare of children.

The Appointed Persons (The Principal and the teacher for First Aid) will:

- Take charge when someone is injured or becomes ill.
- Look after the First Aid equipment e.g. restocking the First Aid bags in the allocated places.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider(s) must have completed a training course approved by the EA, and will be updated every three years. He/She/They will:

- Give immediate help to casualties if required during lesson time or break times. Any child complaining of illness or who has been injured is to be sent to the medical room accompanied by an appropriate adult for the First Aider to inspect and, where appropriate, treat.
- Record incidents of a more serious nature in the Accident Book.
- Ensure constant supervision will be provided for poorly or injured children.
- Ensure where the injury or illness requires, or if there is any doubt over the health and welfare of a child, parents or carers (as stated on data collection sheet) should be contacted as soon as possible so that the child can be collected and taken home. In the case of reported head injuries parents will be notified immediately and advised to seek medical attention as appropriate.
- Ring 999 and request ambulance help if the situation is life threatening or of cause for concern. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- Follow all necessary precautions for their own protection and the protection of the patient.

### **Reporting**

- The Principal or Senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported on an Accident Proforma kept in the First Aid room and then archived in the Accident Report Folder.
- Parents are to be informed of a head injury immediately.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

- Where serious accidents are reported, an AR1 should be completed also and sent to the Education Authority.
- Accidents involving employees or self-employed people working on the premises or involving children and visitors should all be reported/recorded. The Principal is responsible for ensuring this happens.

### **Record Keeping**

When dealing with an incident, the First Aider must ensure that a record is kept of any First Aid treatment given. This should include:

- The date, time and place of incident.
- The name (and class) of the injured or ill person.
- Details of their injury/illness and what First Aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the First Aider or person dealing with the incident.

Accident and First Aid treatment records can be used to help the staff to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Board of Governors are informed of all major accidents accordingly.

### **Administration of Drugs and Medicines (see AM2 and AM3 also)**

Medicines should not normally be brought into school but, if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A note from the parent detailing the dosage and times when the medicine should be taken & appropriate AM2 or AM3 documents should be completed accordingly in the school office by the parent and a copy should be taken to the teacher.

Please note although no member of staff is forced to administer medication, if parents complete the necessary AM2 or AM3 documents, teachers may assist if they are prepared to do so.

The school cannot take sole responsibility for dealing with medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the child will have a medical support plan put in place by the parents and school, which clearly details medication required, dosage and storage. It is the sole responsibility of parents to ensure that medicines/pens have not expired.

### **First Aid boxes**

First Aid Boxes are located in the First Aid Room. A First Aid Bag will be taken on school trips. Next of kin contacts will also be taken.

First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile dressings
- Disposable gloves

No medicine/tablets are to be kept in the First Aid boxes.

## FORM AM2

### Request for medication to be administered in school

This form must be completed by parents/carers.

The school will not give your child medication unless you complete and sign this form, and the Principal (or other designated member of staff) has agreed that school staff can administer the medication.

#### CHILD'S DETAILS

Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Male / Female

Condition or illness:

\_\_\_\_\_

#### MEDICATION

Name/Type of Medication:

\_\_\_\_\_

Dosage, timings, special precautions and action to take in an emergency are specified on my child's medical care plan.

#### CONTACT DETAILS

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

I understand and accept that:

- this is a service, which the school is not obliged to undertake;
- it is my responsibility to ensure that any medication I supply the school is in date and properly labelled;

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

#### AGREEMENT OF PRINCIPAL/AUTHORISED MEMBER OF STAFF

I agree that the above named child will receive the medication as stated in their medical care plan by a trained member of the school's staff.

Signed (Principal/Authorised member of staff): \_\_\_\_\_

## FORM AM3

### Request for Child to carry his / her own medication

This form must be completed by parents / carers

#### Details of child

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Class \_\_\_\_\_

Condition or Illness \_\_\_\_\_

#### Medication

Parents must ensure that in-date properly labelled medication is supplied

Name of Medication \_\_\_\_\_

Procedures to be taken in emergency \_\_\_\_\_

#### Contact Details

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Relationship to child \_\_\_\_\_ Mobile \_\_\_\_\_

Work \_\_\_\_\_

**I would like my child to keep his/her medication on him/her for use as necessary**

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### Agreement of Principal

I agree that \_\_\_\_\_ will be allowed to carry and self-administer his/her medication whilst in school and that this agreement will continue until end date of medication or until instructed by parents (delete as appropriate)

Signed \_\_\_\_\_ Date \_\_\_\_\_

*(The Principal or Authorised member of staff)*