

# Belfast Model School for Girls

## *Achievement for All*



### First Aid Policy

**Agreed by Board of Governors: Jan 2007**

**To be reviewed: Jan 2010**

#### **Rationale**

First Aid is essential in a large, busy school where accidents can happen at any time. The Belfast Model School for girls aims to provide first aid care for accidents and other emergencies and to increase awareness of first aid among staff and pupils by providing first aid training.

#### **Purposes**

##### **We aim:-**

- to ensure that everyone using the school buildings can receive first aid if required or is sent to hospital if further medical assistance is needed
- all accidents are recorded and parents or next of kin informed
- all staff and senior pupils who wish can receive training in first aid
- all staff are aware of who the trained first aiders are and where first aid boxes are kept

#### **Guidelines**

- The school nurse is available in her office each day from 9.30-2.20pm to administer first aid or deal with pupils who are ill.
- If the nurse is not available, there are designated teachers to whom pupils should go. Year Heads are also available to deal with emergencies.
- A training course for teaching and non teaching staff by Northern Ireland First Aid Services is available each autumn term; certificates are awarded.
- A similar training course is also available to senior (i.e. 6<sup>th</sup> form) pupils generally and to GNVQ health and social care pupils in particular.
- First aid boxes are provided in both staffrooms, in practical classrooms and in certain rooms on each floor of the two buildings; these are regularly “topped up” by the nurse.

***These policy Guidelines are translated into action through other policies and procedures, for example:***

*The Pastoral Care Policy*

*Health & Safety Procedures*