

Belfast Model School for Girls

Achievement for All



First Aid Policy

Agreed by Board of Governors: May 2010

To be reviewed: May 2013

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 9.30-3.00pm to administer first aid or deal with pupils who are ill.
- The school nurse is the school's appointed person as regards First Aid arrangements
- If the nurse is not available, pupils should go to their Year Heads.
- It is our aim to have at least five fully qualified, First Aiders in school, i.e. the school nurse and one in each of the practical departments.
- Training will be provided to maintain this level of staffing.
- First aid boxes are provided in the following locations and are replenished on a regular basis by the school nurse.
 - Science prep rooms
 - Art Resource
 - PE office 1
 - HE Resource
 - Tech workshops
 - Canteen
 - Minibuses
 - Library/Resources
 - Community F65
 - Mini Model
 - General office
 - ICT tech
 - Geog resource
 - LSU

- Staff room

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

The Pastoral Care Policy

Health & Safety Procedures