



**Derryhale**  
**Primary School**



# First Aid Policy

October 2026



**Principal:** Mr A. T. J. Glenny

[www.derryhaleps.co.uk](http://www.derryhaleps.co.uk)

## 1. Introduction

**"First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill."**

The Joint First Aid Manual, 8th Edition

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.

## 2. Statement of First Aid Provision

The school's arrangements for providing First Aid will:

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant online forms to the Education Authority;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with the Education Authority to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the school and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

## 3. Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid.

The location of the First Aid Kits in the School are held in the **Staff Room**. This includes the first aid kit for off-site trips and visits and any surplus resources or stock for first aid kits. The school defibrillator is also stored in the Staff Room. As a result, the Staff Room should never be locked so that access to this equipment is unrestricted.

Each classroom will have a supply of wipes and plasters kept at the teacher's desk. **Each classroom** will have small First Aid Kits with minor essentials including plasters and wipes will help with minor falls/scrapes where it is not necessary to call a first aider.

## 4. First Aid Kit Contents

A standard First Aid Kit will contain the following items:

- Leaflet giving general advice on First Aid;
- Sterile adhesive dressings;
- Triangular bandages;
- Sterile eye pads;
- Safety pins;
- Medium wound dressings;
- Large wound dressings
- Pairs of disposable gloves
- Safety shears
- Foil blanket
- Finger dressing
- Wipes
- Burn Dressing
- Resuscitation Face shield
- Adhesive tape
- Plasters

The contents of the Kits will be checked on a regular basis by **Mrs Rodgers, Mrs McCallen** and **Mr Glenny**.

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.



## 5. Designated First Aiders

The designated (and trained) first aiders in Derryhale Primary School are:

**Mrs Manda McCallen (Extension 205)**  
**Mrs Trudy Emerson (Extension 207)**  
**Mrs Lynne Vennard (Extension 205)**  
**Mr Andrew Glenny (Extension 202 / 203)**

The poster shown in **Appendix i** is displayed throughout the school providing details of first aiders along with extension phone numbers.

## 6. Information on First Aid Arrangements

The Principal will inform all employees at the school 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 Principal will ensure that signs are displayed throughout the School providing the following information:

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

The signs displayed are in **Appendix ii**.

All members of staff will be made aware of the School's First Aid policy.

**No member of staff should attempt to give First Aid unless they have been trained.**

## 7. Accidents involving Bumps to the 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 of time. The school will endeavour to contact parents / guardians if a child receives a bump to the head. A written slip will also be sent home to the parent / guardian from our 'cheque book' and a copy retained in school.

## 8. Transport to Hospital or Home

Regarding transport to hospital or home following first aid, the Principal will determine the appropriate action to be taken in each case. In the absence of the Principal, a designated first aider will decide the appropriate course of action. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified immediately. If hospital treatment is required, then the pupil's parent or carer will be called (according to the Pupil Contact Form) for them to take over responsibility.

## 9. Emergency First Aid Card

All classrooms have an emergency First Aid Card. This should only be used the event of an emergency where no staff member is available to run for a first aider. A child should run and hand this card directly to a first aider. The first aider will know that immediate aid is required and they will be aware of the location.

## 10. Policy Statement

The Principal and Board of Governors of Derryhale Primary School 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 Derryhale primary School 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 Education Authority procedure for reporting accidents.

**Signed by Principal:**

**Signed by Chairperson of BoG:**

**Date:**

## 11. Policy Review

### DERRYHALE PRIMARY SCHOOL POLICY REVIEW

#### First Aid Policy

**Reviewed on:** October 2026

**Disseminated to staff:** October 2026

**Date of adoption by Board of Governors:**

**Date for policy review:**

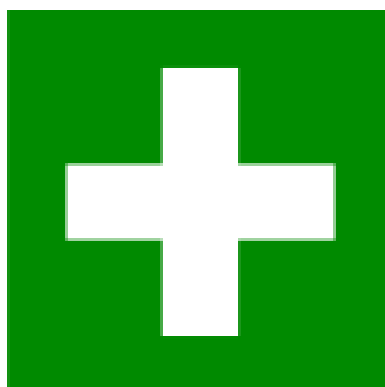
**Person responsible for review:** Principal / Designated First Aiders

**Signed by Principal:**

**Signed by Chair of Board of Governors:**

# **Derryhale Primary School**

# **First Aid**



## **Our first aiders are:**

Mr A. Glenny – Telephone ext. 202 / 203

Mrs M. McCallen – Telephone ext. 205

Mrs T. Emerson – Telephone ext. 207

Mrs L. Vennard – Telephone ext. 205

**The nearest first aid box is situated  
in the Staff Room**

# Derryhale Primary School First Aid Information



## Our first aiders are:

Mr A. Glenny – ext. 202 / 203

Mrs M. McCallen – ext. 205

Mrs T. Emerson – ext. 207

Mrs L. Vennard – ext. 205

In the event of a child sustaining an injury as a result of an accident, the following steps must be followed:

- Contact one of the above-named staff trained in First Aid.
- The class teacher must record the details of the injury / incident on the appropriate “cheque book form”.
- Relevant teaching staff (i.e. class teacher and first aiders) must be informed of all head injuries. In the case of head injuries, the first aider must contact the child’s parent(s) / guardian(s) immediately, explaining the injury and the course of action following the incident. A “Notification to Parent of Head Injury” cheque book form must be completed.

| Nature of Injury | Forms to be used                      | Located                |
|------------------|---------------------------------------|------------------------|
| Minor injury     | Accident record slip (cheque book)    | Classroom drawer       |
| Head injury      | Notification to Parent of Head Injury | Classroom drawer       |
| Serious injury   | EA Accident Report Form (Online)      | School office / online |