



HOLY TRINITY ENNISKILLEN

Pre-School Medical Emergency /First Aid Policy

Policy approved by Board of Governors

Dated

Signed

Review Date

Holy Trinity Preschool First aid/Medical Emergency Policy

Holy Trinity Preschool are aware of the duty of care which is owed both to children and staff which includes, as appropriate, the administration of First Aid. Staff are also aware that there are situations where the initial assessments of a situation will indicate the need to seek emergency medical support. This may be due to a significant incident/injury occurring or may be indicated in the personal care plan for a child/staff member with a specific medical condition. In the case of an individual with a personal care plan their individual agreed procedure will be followed.

MEDICAL EMERGENCY

In the case of a child/staff member/visitor having a significant injury, becoming unconscious, or needing medical attention –

- Do not move the child (or adult)
- Make them as comfortable as possible, using rugs or blanket to keep warm.
- Put into recovery position if applicable.

Assess the patient. If it is felt that immediate medical attention is required.

CALL 999 AND REQUEST AN AMBULANCE AND ASK EXPECTED WAITING TIME AND TELL THEM WHAT HAS HAPPENED TO CHILD/ADULT.

- Call child's parents/carer and arrange for them to meet at pre-school or at hospital (whichever is more suitable)
- Notify the main school office /Principal.
- Make sure that another staff member/Principal/Vice Principal/Senior Management is in place to cover ratio until Leader/Assistant returns from hospital.

If the child is going to hospital without parent, pre-school leader or pre-school assistant to go in the ambulance with child, explain accident to hospital staff.

Make sure the car park is free for ambulance to park as close to the Pre-school Mobile as possible and that the entrance to mobile is not blocked by any vehicles.

In other circumstances it will be appropriate for staff to administer first aid.

- Staff regularly undertake First Aid training to ensure that there are always an appropriate number of trained staff on duty

- Only staff who have been trained should administer First Aid, except where there is a need to act and no trained member of staff is readily available.
- All incidents where First Aid has been administered should be recorded and reported to parents after which parents should read and sign accident/incident report.
- Staff should be aware of where First Aid Supplies are stored and it is the responsibility of the Leader to ensure that supplies are regularly replenished.
- Following a First Aid incident a review of the incident will be undertaken to see if similar incident can be prevented in the future.