St. Mary’s N.S.



First Aid Policy

**First Aid Policy and Procedure**

This policy sets out how we deliver First Aid and the roles and responsibilities of all staff in administering First Aid. Each staff member is aware of the duty of care they have towards the children in their class. Classroom management is directed towards the safety of children in the school building and out on the school yard. There are always three adults supervising on the yard at break and lunch times. First Aid must be provided to any person that is injured or becomes ill while on the premises or during an off-site activity. The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Parents are alerted if a member of staff feels the child needs further attention. Injuries should be fully examined by parents/guardians when the children go home and any further care should be passed on to medical professionals.

The Board of Management oversees that due care and the necessary precautions are taken to provide a safe environment for the children, staff, parents and visitors to St. Mary’s National School.

**Aims:**

The aims of the First Aid Procedure are as follows:

* To assess and treat minor injuries
* To identify major injuries and pursue policy in place for treating same
* To provide basic First Aid treatment for Minor Injuries
* To provide a common approach for administering of First Aid
* To ensure that safe practices are being followed in the administration of First Aid.

**Awareness of Medical Needs:**

On our School’s Enrolment Form, parents are asked to inform the school of any medical condition or allergy that their child may suffer from. Staff members are made aware of any medical conditions or allergies relating to the children they are working with. All relevant information is kept in the child’s file and at the end of each academic year this information will be passed on to the new teacher at the handover of classes. Staff will be aware of the location of epi-pens and inhalers. It is the parent’s responsibility to notify the school of any changes in existing medical conditions.

**Illness at School:**

* If a child is taken ill whilst in the classroom, the teacher will assess the condition of the child and if they feel that the child needs to go home they will arrange for parent/guardian (or other contact as prioritised by the parent) to be contacted.
* If a parent/guardian cannot be contacted, a voice mail message will be left.
* In the event of not being able to contact a parent, an ambulance and/or police may be called.

**Covid Symptoms**

Should a child display any of the following symptoms, ‘Suspected Covid’ procedures will apply:

* [a fever (high temperature - 38 degrees Celsius or above)](https://www2.hse.ie/conditions/fever-in-adults.html)
* [a cough](https://www2.hse.ie/conditions/cough.html) - this can be any kind of cough, not just dry
* [shortness of breath](https://www2.hse.ie/conditions/shortness-of-breath.html) or breathing difficulties
* [loss or change to your sense of smell or taste](https://www2.hse.ie/conditions/lost-or-changed-sense-of-smell.html) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

In this instance, the following procedures will take place:

* Isolate the person and accompany the individual to the designated isolation area, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
* Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.
* Parents will be called immediately.
* Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
* If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used

**Administration of Medicines**

In most circumstances, we will be unable to administer medication in school. Parents may call to the school at an agreed time and administer the medicine to their own child.

In exceptional circumstances eg a child needs medication long term, provisions may be put in place and a written agreement drawn up between the family and the staff in question. At all times, at least two staff members will be present.

Students may administer medicine themselves e.g. inhaler, provided there are two staff members present.

Staff will administer an epi-pen in the unlikely event that it is needed. Should a pupil have an epi-pen, permission will be sought in writing from the parents giving staff permission to use it.

**Procedures for Administering First Aid**

**For Minor Injuries:**

* If a minor injury occurs in the classroom, the child will be treated by an adult in the classroom as per First Aid treatment best practice.
* No medicines are administered but cuts are cleaned with anti-septic wipes and bandages/plasters applied if deemed appropriate.
* If a minor injury occurs on the yard, a supervising adult will administer First Aid outside where possible. If additional help is needed, it will be sought.
* All staff members must wear appropriate PPE where required.
* On completion of treatment, the person treating the injury completes a form in the Incident Report book, where the school retains one copy and another copy is sent home with the child.
* The class teacher may decide to contact parent/guardian to inform them of injury if they feel it is necessary.

**More Serious Accidents/Injuries:**

* The child is brought to the First Aid area if it is safe to do so.
* Parents/Guardians are informed immediately.
* The child is kept under close observation until parent/guardian arrives.

**Very Serious Injuries:**

* Parents/Guardians are informed immediately.
* If staff members agree that immediate medical help is required, an ambulance may be called.
* Parents/Guardians are kept informed at all times.

**Head Injuries**

Parents will be informed about head injuries. If we feel that a child should be sent home/should seek medical help, we will inform the parents of this. Children with head injuries may be sent home immediately.

**Defibrillator**

A defibrillator is located in the staffroom in the school. In the event that a defibrillator is required, staff members are permitted to use it on a student. All staff members are capable of using the defibrillator, as step-by-step instructions are called out once it is opened.

**First Aid Boxes**

First Aid Bag is located just inside the yard door.

**Contents:**

* Dressing (non-adherent dressing, sterile gauze pads)
* Bandages
* Hypoallergenic plasters
* Antiseptic wipes and baby wipes
* Disposable gloves
* Scissors
* Tweezers
* Sling
* Vaseline
* Gel for minor burns
* Tape
* Rescue mask
* Cotton pads
* Ice-packs (stored in the Staffroom)
* Accident Report Book

**Record Keeping**

All staff members must keep a record of First Aid treatment that they have administered. These records are noted in an Accident Report Book and include:

* Name of child
* Date and time of day (morning break, lunch, PE etc.)
* Nature of injury
* Body part injured
* Description of Accident/Incident
* First Aid that was administered
* Staff member that carried out First Aid treatment
* Record of whether emergency services were informed
* Record if teacher, principal or parents were informed

**Staff Training**

The Board of Management funds the In Service Training in First Aid for Staff. This is carried out during Croke Park hours.

**Informing Parents and Logging Injuries**

Any accidents or injuries that take place and where First Aid has been administered will be recorded in the Accident Report Book. One copy will be retained by the school and another copy will be sent with the child. Parents will be informed of any head injury that occurs. For minor injuries, a staff member will administer First Aid and the class teacher may then decide to contact the parents if they feel it is necessary. For more serious accidents or injuries the parents/guardians will be contacted immediately.

**Intimate Care**

Should a child receive an injury to a private part of their body, they will be treated with the utmost dignity and respect. Two members of staff will be present with the child at all times. Parent will be phoned if necessary.

**Formulation of Policy**

This First Aid Policy was formulated through consultation between the Principal, staff and the Board of Management. The Principal and Staff will be responsible for the implementation of this policy.

**Review**

This policy was reviewed by the Board of Management on November 23rd 2022.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Chairperson