

Scoil Íosagáin

First Aid Policy

First Aid Policy

Purpose

This revised policy was first drafted in October 2014 and is in line with Health and Safety legislation and has been presented to the Board of Management for ratification. It sets out how we, at Scoil Íosagáin, deliver First Aid and the roles and responsibilities of all staff in administering First Aid.

The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the school is intended to be of a temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by parents/guardians when the children arrive home. This policy applies to all users of the school premises and all school related activities. It aims to ensure that everyone concerned with First Aid, whether a practitioner or recipient, is kept safe.

Rationale

- To provide for the immediate needs and requirements of students who have sustained either a minor or serious injury.
- To ensure that adequate resources and arrangements are in place to deal with injuries/accidents, as they arise.
- To ensure lines of communication with parents/guardians are in place, if required.
- To activate a known plan of action, with which all staff are familiar.

Roles and responsibilities

The class teacher is responsible for classroom supervision. On-duty teachers and staff are directly responsible for pupils during break and lunch.

Aims and objectives

- To ensure the physical safety and well-being of all staff and pupils.
- To develop a framework of procedures, whereby all injuries are dealt with in a competent and safe manner.
- To comply with all legislation relating to safety and welfare at work.

Procedures

First Aid procedures are based on collective teacher input. On duty teachers are automatically assisted by others in the case of a serious injury.

- Safety of pupils and staff is a priority for the Board of Management and measures have been put in place to ensure that no children or staffs are put at risk.
- A comprehensive school safety statement was prepared, whereby all hazards were identified and remedial measures were outlined, if required. This is reviewed annually.
- The school organises personal insurance through Brennan Insurance and all pupils are encouraged to take out a policy annually.
- Teacher Training in First Aid is updated.
- Each classroom teacher regularly instructs on issues relating to safety in the class or on the yard.
- Emergency procedure in event of accidents is in place.
- There is at least one teacher and two S.N.A.s on duty during break at any one time.
- All accidents/injuries are recorded in the Accident Report Book which is located in the office. One Incident Report Book covers all children in the school. The accident report lists date and time of

accident, witnesses, nature of injuries, a brief description of the circumstance of the accident and procedure followed by staff member.

- Very serious injuries will be notified to the schools Insurers on the Special Incident Report Form.
- Relevant medical information on all pupils is obtained at time of enrolment on the school's Enrolment form. If necessary a Health Care Plan is also completed for children with severe allergies or other threatening conditions.
- To make it easy to contact parents when necessary a contacts folder is compiled and updated annually. If the first contact is not available a voice message is left and the next contact contacted immediately. A copy of the contacts folder will be taken during all off-site activities e.g. matches school tours etc..

General procedures for accident/injury

Minor accident/injury

Such incidents include those in which a child has received a scrape, graze or minor cut to the arm, leg or body. The injured party is initially examined by teacher or SNA on-duty on the yard.

- If deemed necessary the child will be taken to the 5th and 6th classroom and treated by an available teacher. No medicines are administered but cuts are cleaned with antiseptic wipes ensuring dirt and gravel is removed
- Disposable gloves should be worn at all times.
- The cut, graze is covered with a plaster and recorded in the Incident Report Book by the teacher or SNA on duty.
- If the injury is of a serious nature the pupils class teacher will use his/her judgement and inform the injured party's parent/guardian if necessary. Otherwise children are advised to tell/show parents when they arrive home.

More serious accidents/injuries

- In cases where a moderate injury has been sustained, the injured party will be brought to the 5th and 6th classroom.
- Where a sprain is suspected treat in the following manner. Rest, Ice, Compress and Elevate (RICE).
- An icepack/cold object will be applied if deemed fit.
- Parents/guardians are then informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The child will be monitored until parents/guardians arrive.
- A record of the incident will be written into the Incident Report Book by the on-duty teacher.

Very serious accidents/injuries

- In the event of a very serious injury, parents/guardians are immediately informed. If it is the opinion of a member staff that immediate professional help is required, an ambulance is called. Staff will not transport children to hospital in their cars.
- In cases of severe bleeding act instantly. Press down on the wound using gloves. If possible lift the wounded part above the heart. Apply a clean bandage firmly to the wound. If blood shows through dressing, apply another over the first, firmly.
- In the case of burns/scalds, immediately remove child from danger area. Cool burnt area with cold, running water. Do not remove objects stuck to the skin.
- Where a child is unconscious, ring for medical help, place child in recovery position. If child is not breathing, artificial respiration is applied.
- Parents are kept informed of the developing situation.
- A record of the incident will be written into the Incident Report Book by the on-duty teacher.

Injuries obtained off-site during school trips – First Aid will be administered to minor injuries as outlined above. For more serious incidents see Emergency Procedures outlined in Child Protection Policy.

Procedures for other incidents

Illness at school

If a child takes 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 parents/guardians (or other contact as prioritised by the parents/guardians) to be contacted. If a parent cannot be contacted a voicemail will be left where possible and the next contact will be contacted instead.

- Any child suffering from diarrhoea or vomiting during school will be required to be collected and taken home. It is advised, in cases of diarrhoea and vomiting, that children do not return to school until they are clear of symptoms. It is the responsibility of the parent/guardian to ensure the health and safety of everyone at school is considered when deciding to return their child to school.
- If a child is found to have live headlice or a parent notifies the school regarding this matter all of the other children in the school will be given a standard letter to take home, asking their parents to inspect and treat their heads.
- If an asthmatic child requires their inhaler while in the yard or during the course of P.E., (the child will be permitted to go to their classroom for it, accompanied by another pupil. Alternatively, two other children will be delegated to fetch the inhaler on the asthmatic child's behalf, while they remain under the teacher's supervision.) the teacher will ensure that they will receive their inhaler as soon as possible.

Severe Allergies & Anaphylaxis

- Where children are suffering from life threatening conditions, parents should outline clearly in person and in writing what can and can't be done in a particular emergency situation with particular reference to what may be a risk to a child.
- A Health Care Plan is formulated and put in place for the child.
- In classrooms where a pupil has a severe allergy parents are informed of the allergens to be avoided when making lunches and all lunches are carefully monitored by the teacher/SNA to ensure no lunch triggers a reaction in the affected pupil.
- Where an Anapen or any other medication is necessary these medicines will be made available to the school by Parents/Guardians and will be replaced when approaching the expiry date.
- All staff members are made aware of the affected pupil. A photograph along with a list of all known allergens and possible reactions will be posted up in the staffroom to ensure the child can be easily recognised by all staff members on supervision duty.
- Following the formulation of 'A Health Care Plan' by principal, class teacher and parents/guardians all staff will be instructed how to administer medication or Anapen if necessary.
Activate Anapen immediately by placing off the needle shield, then pull-up off the safety cap from the red button. Administer the Anapen by placing the needle firmly in the thigh and pushing the red button for ten seconds. This can be done through clothing. Administration is necessary the instant the child is reported to be having a reaction. Speed is key in treating allergic reactions.
- In the case of a reaction, a parent/guardian will be contacted immediately and medical health also sought even if the Anapen has been effectively administered.

Intimate Care

Intimate care is attending to the needs of children who have wet or soiled themselves. In instances of soiling, a parent/guardian should be contacted in order to attend to the intimate needs of the child. However, if they are unable to attend, then the following guidelines should be followed;

- Staff must ensure that another colleague is called to support and attend to the child's intimate care needs. Said staff member must remain potentially visible to colleague, whilst providing for the privacy of the child i.e. the door is kept slightly ajar.
- Talk to the child throughout, making clear what is happening.
- The child should be as involved in their own intimate care as much as possible. Allow them to be as independent as possible, in particular with removing underwear.
- Soiled clothing should be placed in a plastic bag and tied firmly for returning to parents. Spare

- Soiled clothing should be placed in a plastic bag and tied firmly for returning to parents. Spare clothing for child to change into, will be made available if possible.
- Every child must be treated with dignity and respect. Privacy appropriate to the child's age and situation, should be ensured.
- If a member of staff has concerns about managing personal or intimate care then this should be made known to the principal.
- A record of the incident should be recorded in the Incident Record Book.
- If intimate care is needed on an ongoing basis a Health Care Plan will be formulated by principal, class teacher and parent/guardians.

Spillages of a delicate nature

Such spillages should be treated with the appropriate cleaning product. If necessary the area should be vacated until it can be cleaned.

Informing Parents and Logging Injuries

- Where a child has taken ill, or is very distressed, or the injury is significant, a parent/guardian or prioritised contact will be informed by phone. All relevant contact details are contained within the contacts folder, available in the office.
- It is the responsibility of the attending adult to decide what is a "significant injury". They will make a common sense judgement, as any responsible parent would, by taking into account the specific needs of the child concerned.
- All injuries, however in significant must be recorded in the Incident Report Book.
- Teachers should get a report from any eye-witness to the incident, as well as the child's own account, where possible.
- School maintains these records for ten years.
- All incidents must be reported immediately to the person responsible for the hazard identified and the School Safety Officer. This is necessary to monitor the progress of safety standards.

Administration of Medication

As a general rule, teachers should not be involved in the administration of medication to pupils. See our Administration of Medication policy.

First Aid Box

There is a comprehensive First Aid Cabinet in the office. The names of any pupils who should not receive basic First Aid, due to potential allergy or absence of parental consent, should be listed on the door of the First Aid Cabinet. The Special Duties Teacher will see that first aid supplies will be maintained, in the school. This should be available to staff at all times. It should contain the following;

- Sticking plasters
- Anti-histamine for stings etc.
- Tape
- Disinfectant e.g Savlon
- Eye lotion
- Antiseptic wipes
- Cotton bandage
- Cream for First Aid treatment of burns.
- Scissors
- First Aid chart.

- Disposable gloves.

Smaller First Aid kits are available for different purposes.

A first aid bag will be worn by an S.N.A. while on duty in the yard. This will contain the following;

- Rubber gloves
- Antiseptic wipes
- Plasters
- Anapen (if child suffering from severe allergies is present).

Larger First Aid Bags will be brought by teachers or S.N.A.s on trips outside of school, such as matches, sporting events, school tours etc. These should contain the following;

- Ice packs which can be activated by the supervising adult.
- Plasters / Bandages
- Antiseptic wipes
- Anapen (if child suffering from severe allergies is present).
- Freeze sprays

Success Criteria

The success of this policy is measured from a set criteria:

- Maintaining a relevant accident free school environment.
- Positive feedback from staff, parents & children.
- Continual yard observation of behaviour by all staff engaged in supervision duties.
- Monitoring and evaluation at staff meetings.

Ratification

This policy was reviewed by Staff of Scoil Íosagáin and ratified by Board of Management in

Dec. 2014

This policy will be implemented following ratification in 2014.

Signed Dr Cunningham 10.12.2014
Chairperson, Board of Management

Signed Alma Quirk 10.12.14.
Principal