



First Aid Policy & Procedures

Purpose

This policy sets out how Navan Educate Together National School delivers 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 parent(s)/guardian(s) when children arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

Awareness of Medical Needs

- On our School's Enrolment Form, parent(s)/guardian(s) are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Relevant information is retained in the office, on Aladdin and by the class teacher.
- It is the parent(s)/guardian(s) responsibility to notify the school of any changes in existing medical conditions.
- At the end of each academic year, teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- A file containing all Class Lists in the school and medical conditions relating to particular children will be held by the Principal, stored in the Office and made available to substitute teachers.
- 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(s)/guardian(s) (or other contact as prioritised by the parent(s)/guardian(s) in person or on Aladdin) to be contacted.

Administration of Medicines - (See Adminstrating of Medication Policy)

- School staff will not administer medicines unless an administration of medication form has been completed by a parent/guardian and all relevant procedures have been followed.
- Any child with an existing medical condition that may require hands on medical attention will have advised the Board of Management, Principal and class teacher and

provided any medication that is known to the Board of Management to ensure the appropriate care is given under the correct circumstances.

- Parent(s)/Guardian(s) of children that have provided medication as outlined above must ensure that all medicines to be administered are in the original container, clearly labelled with the child's name, dosage and frequency.

First Aid

- If a child suffers an injury, it will be assessed by the First Aider nearest to the child.
- All First Aiders will be expected to deal with all instances of minor first aid.
- Disposable surgical gloves must be worn at all times.
- A minor cut will be cleaned with water, cleaning from the centre outwards.
- Plasters to be used where bleeding hasn't stopped from applying pressure.
- An ice-pack or cold object will be applied in the event of a bang but will not be applied to the head.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the child following an injury, they must call 999/112.
- In the event of an emergency, staff should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Children will only be taken to hospital by ambulance or directly by their parent(s)/guardian(s). Staff will not transport children to hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- Extracurricular activities will follow the same First Aid procedures.

First Aid Resources

Location

The First Aid Box is located in the secretary's office and in the staff room clearly marked 'First Aid'. Cold packs are located in the small fridge in the staff room. A defibrillator is located in the secretary's office.

Contents of First Aid Box

- Dressings
- Disposable Gloves
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Scissors

Categories of Injury/School Procedures

In all cases of injury, it is understood that there is one teacher on supervision duty in each of the play areas. Any treatment given for minor injuries must be provided by a First Aider.

Minor Cuts and Bruises

- Clean around cuts using water, cleaning from the centre outwards (to be completed independently by child where possible).
- Gloves are used at all times to reduce risk of spread of infection.
- A check is carried out to locate small bodies which may be embedded in the wound.
- Plaster, gauze or lint is placed on the wound.
- Staff observation is maintained.
- Children are advised to show/tell parent(s)/guardian(s).

Sprains/Bruises

- In the event of a sprain/bruise, the process of rest, cold pack (stored in the fridge in the staff room), compress and elevate is implemented.
- Parent(s)/guardian(s) are contacted.
- Staff observation is maintained.
- The event is recorded in the First Aid Book in the staff room and the Principal is informed.

Faints and Shocks

- Lie the casualty down.
- Raise the legs above the level of the heart.
- Loosen any tight clothing.
- Ensure there is fresh air.
- Keep crowds away.
- Reassure casualty when they recover.
- Contact parent(s)/guardian(s).
- The event is recorded in the First Aid Book in the staff room and the Principal is informed.

Severe Bleeding

- Act instantly – Go, Go, Go!
- Set or lie the injured party down.
- Press down on wound using gloves.
- Lift (if possible) the injured part above the level of the heart.
- Put a clean dressing over the wound and secure it firmly with a bandage.
- If blood shows through the dressing, then place another one over the first and bandage firmly.
- Treat for shock.

- GET HELP!
- Contact parent(s)/guardian(s).
- If very serious contact emergency services immediately.
- The event is recorded in the First Aid Book in the staff room and the Principal is informed.

Burns/Scalds

- Immediately remove child from danger area.
- Cool burnt area with cold running water.
- Remove rings etc. and other tight fitting accessories.
- Do not remove objects stuck to skin.
- If very serious contact emergency services immediately.
- The event is recorded in the First Aid Book in the staff room and the Principal is informed.

Unconsciousness

- Ring for emergency services for help.
- Place child in recovery position.
- Ring for parent(s)/guardian(s).
- Check for broken bones, neck or back injury.
- If subject is not breathing, artificial respiration is applied.
- Other children are kept away.
- The event is recorded in the First Aid Book in the staff room and the Principal is informed.

Informing Parent(s)/Guardian(s) and Logging Injuries

- Parent(s)/Guardian(s) will be informed of injuries by a member of the school staff by phone.
- Head bumps will be notified to parent(s)/guardian(s) by phone immediately by a member of the school staff.
- Where the child is very distressed or the injury is significant, parent(s)/guardian(s) will be informed by phone immediately by a member of the school staff.
- 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, and take into account the specific needs of the child concerned.
- It is the responsibility of the staff member who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the parent(s)/guardian(s).
- All injuries, however insignificant, must be recorded on the First Aid Report Form and given to the Principal by the reporting member of staff.
- These First Aid Report Forms are retained by the Principal and stored in the First Aid Reports Folder.
- At the end of each academic year, the First Aid Report Forms are placed in the relevant student's file.
- When informing parent(s)/guardian(s) by phone, parent(s)/guardian(s) are contacted first. If parent(s)/guardian(s) are not available a voice message is left and Emergency

Contact 1 should be phoned. If contact cannot be made with Emergency Contact 1 a voice message is left, then Emergency Contact 2 should be contacted and a voice message left if necessary. In the case of a 'significant injury', if no contact is made an ambulance is called.

- In the event of serious accident or injury, the school has an arrangement to inform the school insurers.

Dealing with Common Illnesses and Infections

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 48 hours. It is the responsibility of the parent(s)/guardian(s) to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If a child is found to have live head-lice, their parent(s)/guardian(s) will be informed by the school office. All of the other children in that class will be given a standard letter regarding head-lice and treatment to take home, asking their parent(s)/guardian(s) to inspect their heads and to treat any infestation accordingly.
- The parent(s)/guardian(s) of any child suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the child. If it is minor, they will be asked to seek advice about treatment from their GP.
- Parent(s)/Guardian(s) can seek advice from the HSE about other common illnesses and infections.

Roles and Responsibilities

Role of the Board of Management

- To ensure that a policy is in place and that it is reviewed as specified.
- To support staff in the implementation of this policy, including up-to-date staff development/training.
- To appraise this policy regarding its suitability and the effectiveness of its implementation, and make recommendations for improvement where appropriate.
- The Board of Management has overall responsibility for the implementation and monitoring of the school policy.

Role of the Principal/Deputy Principal

- To formulate a draft policy in consultation with the staff, students, parents and Board of Management.
- To monitor the implementation of the policy and to ensure that it is reviewed as specified.
- To support other staff in their implementation of the policy and arrange relevant staff training.
- To liaise with parents.

- To appraise this policy regarding its suitability and the effectiveness of its implementation and make recommendations for improvement where appropriate.
- The Principal is the day-to-day manager of routines contained in the policy, with the assistance of all staff members.
- To maintain and replenish first-aid boxes.
- To ensure that the AEDs are checked regularly.
- To clearly display the location of first-aid boxes and defibrillators.
- To clearly display a list of staff qualified in first aid.

Role of the Class Teacher

- Notify parent(s)/guardian(s) that first aid treatment was given to their child.
- Notify the Principal/Deputy Principal if an ambulance has to be called and ensure that it is logged.
- Report and record all accidents using the relevant procedures and forms.
- Record details of all incidents they are called to attend, as First Aiders, on a form contained within a First Aid Record Book.

Role of First Aiders

- Notify parent(s)/guardian(s) that first aid treatment was given to their child.
- Notify the Principal/Deputy Principal if an ambulance has to be called and ensure that it is logged.
- Report and record all accidents using the relevant procedures and forms.
- Record details of all incidents they are called to attend, as First Aiders, on a form contained within a First Aid Record Book.

Role of Students

- To cooperate fully with the implementation of this policy.

Role of Parents

- To support this policy and to cooperate fully with the school in its implementation.
- To appraise this policy regarding its suitability and the effectiveness of its implementation and make recommendations for improvement where appropriate.

Provision for First Aid

- First Aid kits must be carried by the teacher/supervising adult whenever they take children off site.
- All of the medical supplies will be monitored and replenished as necessary. All staff are responsible for alerting the Principal if they become aware that a particular First Aid Kit requires replenishing.

- The Board of Management has facilitated the training of several staff members in first aid and in the use of defibrillators in compliance with the demands of legislation and their names are clearly displayed in the staffroom. (Appendix 2)
- Written records of the dates of all first-aid training, including refresher training, should be kept by the Principal and made available to the Health and Safety Authority upon request.
- There are a number of fully stocked first-aid kits and one defibrillator on the school premises and their locations are displayed clearly on the school map at the entrance of the school.
- Staff should refer to the information on first aid and must observe the personnel qualified in first aid and the use of defibrillators.

Evaluation

The success of this policy is measured by some set criteria:

- Maintaining a relatively accident free school environment.
- Positive feedback from staff, parents and pupils.
- Monitoring and evaluation at staff meetings.

Communication, Monitoring and Review

This policy will be communicated to staff and the school community as appropriate and will be subject to regular review in accordance to the guidelines. A copy of this policy will be made available to the Department of Education and Skills and to the patron if requested. This policy will be reviewed yearly and is scheduled for review in February 2024.

Signed: *Anthony Mackey*

Date: *14th June 2023*

(Chairperson, Board of Management)

Signed: *Eleanor Barker*

Date: *14th June 2023*

(Principal)

Appendix 1

First Aid Report Form

Date: _____/_____/_____ TIME: _____

Location

Name of Pupil: _____

Name of Teacher: _____

CLASS: _____

NATURE OF INJURY:

TREATMENT ADMINISTERED: FIRST AID: YES / NO

Given by: _____

HOSPITAL: YES / NO Instructed by:

DETAILS OF ACCIDENT:

Signed: (Reporting Teacher) _____ **Date:** _____

Signed: (Principal) _____ **Date:** _____

Appendix 2**Staff members with first-aid qualifications:**

- Ann Reilly
- Claire Dixon
- Eimear Dalton
- Emma Ryan
- Fatima Al Devine
- Gabi O'Neill
- Geraldine Burke
- Geraldine Murray
- Noeline Fitzsimons
- Sandra Fitzsimons
- Amy O'Reilly
- Anita Sheridan
- Catherine Vance
- Carl Lynch
- Eachna Reidy
- Eimear Foxe
- Eleanor Barker
- Ellen Cummins
- Helen Sparkes
- Josephine McCallion
- Laura Brady
- Naomi Davis
- Noeleen Greally
- Oonagh Britton
- Patricia Carolan
- Paula Harten
- Ruth Meade
- Sarah Garvey
- Sinead Farrelly
- Sophie Kelly

Staff members qualified in the use of defibrillators:

- *Current training out dated and staff members to be trained