

Scoil Mhuire gan Smál, Cill Choirle

First Aid Policy



Policy Details

Name of Policy: First Aid Policy

Date developed: Sep 2020

Date Reviewed: Apr 2024

Ref Code: TBA

Edition: v2

Date commenced: September 2020

Signed by

Chairperson: *Ceráidín Killy*

Principal: *Donna Killy*

Date: 29th April 2024

1. Policy Statement

- 1.1 Scoil Mhuire gan Smál is committed to providing its pupils with the highest standard of care and protection, in order to promote each child's wellbeing and safeguard them from harm while in the school. This policy sets out how we at Scoil Mhuire gan Smál deliver first aid and the roles and responsibilities of all staff in administering first aid.
- 1.2 This policy must be read in conjunction with the Health, Safety and Welfare at Work Policy, Child Safeguarding Statement, Child Protection Policy, Anti-Bullying Policy and Administration of Medicines Policy and HSPC guidance.
- 1.3 We, the teachers and staff of Scoil Mhuire gan Smál, are in "loco parentis" during the school day. The safety and welfare of the children in our care is our primary concern. We adhere to procedures as outlined in our Child Protection Policy and Child Safeguarding Statement when administering first aid.

2. Policy Purpose

- 2.1 To provide guidance to all school personnel and parents/guardians on the implementation and management of first aid procedures.
- 2.2 The purpose of first aid is to ensure that any immediate danger and discomfort is alleviated. Any first aid administered by the school is intended to be of a temporary nature.

3. Policy Scope

- 3.1 This policy applies to all students, staff and persons associated with the school.

4. Identification of Medical Needs

- 4.1 All relevant medical needs of the children in our care are made known to the school Principal via our school's Enrolment Form, through parents if there is a change in an existing medical condition or should a new medical condition arise over the course of their attendance at the school.
- 4.2 Class teachers are informed of any necessary medical information regarding their class group.
- 4.3 It is the responsibility of parents to inform staff of existing/new medical needs, and to provide necessary medicine or equipment. See Administration of Medicines Policy.

- 4.4 It is the responsibility of parents/guardians to inform the school where they believe their child meets the criteria of very high/high risk in respect of Covid-19 and to follow the necessary precautions as advised by a medical officer.

5. Illness at School

- 5.1 If a child presents as unwell while in school, the teacher will assess the child's immediate needs with regard to any known medical conditions or allergies.
- 5.2 The teacher will reassure the child and will decide if referral to the principal or identified first aid staff is required.
- 5.3 The secretary or the Principal will assess the condition of the child, and if they feel the child is too unwell to remain in school, then they will arrange with the parent/guardian for the child to be collected.
- 5.4 If a parent or guardian cannot be contacted, every effort will be made to contact a family member listed on the child's contact form.
- 5.5 If immediate professional medical help is required, the child's GP is contacted for advice, or an ambulance is called for.
- 5.6 In respect of Covid-19 pandemic, we will follow guidelines set out by the HSE/HPSC if a child develops a fever and symptoms such as outlined in HPSC guidance whilst in school;
- 5.6.1 The child will be immediately isolated in a pre-identified place within the school, with good ventilation and preferably an outside window opened.
- 5.6.2 The school will contact their parent or guardian and ask them to collect their child as soon as possible.
- 5.6.3 The child will be cared for appropriately by a staff member whilst they are waiting to go home.
- 5.6.4 The staff member will wear a mask. Use of gloves is not essential, but staff members may wish to use them. If a staff member has helped someone with symptoms, it is essential they avoid touching their nose, mouth or eyes whilst caring for them, and undertake hand hygiene.
- 5.6.5 If any child presents as extremely unwell, from whatever potential cause, 112 and an ambulance should be called. NB we do not expect this to happen in relation to Covid-19.
- 5.6.6 After the isolation space is vacated, it will be cleaned and contact surfaces disinfected. The staff member assisting with the child does not need to go home unless they develop symptoms themselves, or are later advised to by public health.

6. First Aid

- 6.1 A first aid box/kit is available in the secretary's office and in the staff room. Contents of this box are listed on the inside of the kit. First aid supplies are replenished by the secretary.
- 6.2 Ice packs are stored in the freezer compartment of the staff fridge, and taken outside in a cool box during break times. Instant ice packs for off-site use are in the first aid cupboard in the secretary's office.
- 6.3 Each SNA on yard duty carries a first aid kit.
- 6.4 A portable ice box is on yard at all times.
- 6.5 There is an AED located at the back door for emergency access.
- 6.6 A list of emergency telephone numbers is displayed in the staffroom and school office.
- 6.7 Staff receive first aid training as part of CPD.
- 6.8 The details of all serious accidents are recorded in the Accident Report Book which is kept in the secretary's office.
- 6.9 A staff member will always seek assistance from a colleague when assessing an injury of a potentially serious nature.
- 6.10 If it is deemed serious, the Principal/Deputy Principal is sent for. A decision is made regarding contacting emergency services.

7. Procedures

- 7.1 Classroom management is directed towards the safety of each child while in the school building and playground. At the beginning of each school year, and indeed throughout the year, pupils are reminded of safety rules by their teacher, and by the Principal/Deputy Principal during monthly assembly.
- 7.2 The use of PPE by staff and the management of appropriate physical distancing will be adhered to in line with national guidance on Covid-19.
- 7.3 If an injury is sustained, it will be assessed by the attending adult.
- 7.4 Disposable gloves and PPE (as necessary) will be worn by staff attending an injured child.
- 7.5 Staff attending the incident will:
 - 7.5.1 Assess and treat minor injuries
 - 7.5.2 Provide basic first aid treatment for minor injuries
 - 7.5.3 Ensure safe practices are being followed in the administration of first aid
 - 7.5.4 Identify major injuries
- 7.6 Parents/Guardians will be informed of injuries via a note in the homework journal/phone call/meet with parents at the school gate.
- 7.7 Injuries should be fully examined by parents/guardians when their child arrives home from school.
- 7.8 It is the responsibility of the attending adult to decide what is a "significant injury". They will do so by making a common sense judgement as any responsible parent/guardian would, taking into account the specific needs of the child concerned.

- 7.9 Any future diagnosis or extended care should be passed on to the appropriate medical professionals.
- 7.10 Contact parent/guardian in the event of a more serious injury, or any head injury
- 7.11 Staff will consult with each other when assessing the seriousness of an injury.

8. Categories of Injury/School Procedures

8.1 Minor Cuts

- 8.1.1 A minor cut will be cleaned with a sterile wipe
- 8.1.2 A plaster/bandage will be applied if necessary/appropriate.

8.2 Asthma

- 8.2.1 Please refer to Asthma Policy for guidance.

8.3 Seizures

- 8.3.1 Create safe space and provide privacy if possible.
- 8.3.2 Loosen any tight clothing around the person's neck. If wearing spectacles, remove these.
- 8.3.3 Monitor and time the seizure.
- 8.3.4 Place the child/person in the recovery position when the seizure has ended.
- 8.3.5 If child/person is known to have epilepsy, refer to individual treatment plan.
- 8.3.6 Seek medical assistance where necessary.

8.4 Head Injuries

- 8.4.1 Any injury to the head is assessed to determine the type of injury.
- 8.4.2 If it is a slight bump, an ice pack is applied and the child is kept under observation.
- 8.4.3 If it is deemed more serious, the same procedures are followed and parents/guardians will be contacted as soon as possible. Professional medical help (GP/ambulance) will be contacted if necessary.

8.5 Sprains/Bruises

- 8.5.1 In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented.
- 8.5.2 If there are concerns that the injury is more serious, parents/guardians are contacted.
- 8.5.3 Teacher observation is maintained.

8.6 Faints and Shocks

- 8.6.1 Lie the casualty down.

- 8.6.2 Raise the legs above the level of the heart.
- 8.6.3 Loosen any tight clothing.
- 8.6.4 Ensure there is fresh air.
- 8.6.5 Keep crowds away.
- 8.6.6 Reassure casualty when they recover.
- 8.6.7 Contact parents/guardians.
- 8.6.8 The event is subsequently recorded in the Accident Book.

8.7 Nose Bleeds/Severe Bleeding

- 8.7.1 Nose bleeds: Sit down and firmly pinch the soft part of the nose, just above the nostrils for 10-15 minutes. Lean forward and breathe through the mouth. Place an icepack on bridge of nose. Stay upright.
- 8.7.2 Act instantly/get help.
- 8.7.3 Sit or lie the injured party down.
- 8.7.4 Press down on wound using gloves and compress with absorbent pads.
- 8.7.5 Lift (if possible) the injured part above the level of the heart.
- 8.7.6 Put a clean dressing over the wound and secure it firmly with a bandage.
- 8.7.7 If blood shows through the dressing then place another one over the first and bandage firmly.
- 8.7.8 Treat for shock.
- 8.7.9 Contact parents/guardians.
- 8.7.10 If very serious call for medical assistance asap.
- 8.7.11 Record in accident book.

8.8 Stings/Bites

- 8.8.1 Waspeze or similar is used for stings. It is contained in the first aid cupboard in the secretary's office, and administered by the secretary.
- 8.8.2 If necessary, staff will be recommended to go for a tetanus injection in the event of a bite.

8.9 Suspected Fractures

- 8.9.1 Reassure patient and support the affected area.
- 8.9.2 Contact parents and advise to seek medical opinion.

8.10 Unconsciousness

- 8.10.1 Ring for medical help.
- 8.10.2 Place person in recovery position.
- 8.10.3 Ring for parents/guardians.
- 8.10.4 If subject is not breathing, artificial respiration is applied. A defibrillator is on site, and staff are trained in its use.

9. Development and Review

- 9.1 This policy was developed based on previous policies and current best practice.
- 9.2 It was circulated to the staff, Parents' Association and Board of Management of Scoil Mhuire gan Smál for consideration and feedback.
- 9.3 It will be reviewed every 3 years or sooner as required.

References and Acknowledgments

- Administration of Medicines Policy
- Health, Safety and Welfare at Work Policy
- Asthma Policy
- Child Protection Policy

Oversight of the Order of Malta re: procedures