

Scoil Mhuire gan Smál, Cill Choirle

First Aid Policy



Policy Details

Name of Policy: First Aid Policy

Date developed:

Signed by

Date Reviewed:

Chairperson: *Geraldine Kent*

Ref Code: TBA

Principal: *Donna Kirby*

Edition:

Date commenced: *23rd June 2020*

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 him/her 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 Protection Policy, Anti-Bullying Policy and Administration of Medicines Policy.
- 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 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.

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.

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 lid. 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 staff member on yard duty carries a first aid kit.
- 6.4 There is an AED located at the back door for emergency access.
- 6.5 A list of emergency telephone numbers is displayed in the staffroom and school office.
- 6.6 Staff regularly receive first aid training as part of CPD.
- 6.7 The details of all serious accidents are recorded in the Accident Report Book which is kept in the secretary's office.
- 6.8 A staff member will always seek assistance from a colleague when assessing an injury of a potentially serious nature.
- 6.9 If it is deemed serious, the Principal/Deputy Principal is sent for.

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 at the beginning of Assembly each month.

7.2 If an injury is sustained, it will be assessed by the attending adult.

7.3 Disposable gloves will be worn by staff attending.

7.4 Staff attending the incident will:

7.4.1 Assess and treat minor injuries

7.4.2 Provide basic first aid treatment for minor injuries

7.4.3 Ensure safe practices are being followed in the administration of first aid

7.4.4 Identify major injuries

7.5 Parents will be informed of injuries via a note in the homework journal/phone call/meet with parents at the school gate.

7.6 Injuries should be fully examined by parents/guardians when their child arrives home from school.

7.7 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 would, taking into account the specific needs of the child concerned.

7.8 Any future diagnosis or extended care should be passed on to the appropriate medical professionals.

7.9 Contact parent/guardian in the event of a more serious injury, or any head injury

7.10 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 Place the child in the recovery position.

8.3.2 Create safe space and provide privacy if possible.

8.3.3 If pupil is known to have epilepsy, refer to individual treatment plan.

8.3.4 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 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 Set 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.

8.9 Suspected Fractures

- 8.9.1 Reassure patient and support the affected area.
- 8.9.2 Seek medical advice and contact parents.

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