



FIRST AID POLICY AND PROCEDURES

PURPOSE

This policy sets out how we in St. Tola's National School 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 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, parents are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Relevant information is kept in the principal's office and by the Class teacher.
- Any medical condition or allergies will be added to the child's profile on the Aladdin Data Management System used by the school and it is the teacher's responsibility to familiarise themselves with the child's condition, the action(s) to be taken if required and the location of inhalers, epi-pens, medication etc.
- At the first staff meeting in September, the staff's attention will be drawn to any pupil who has an existing medical condition and action to be taken if required.
- At the end of each academic year the class teacher will pass on any relevant medical information regarding pupils in their class in the handover of classes for the new academic year.
- Any changes or additions to a child's medical condition must be given to the principal/class teacher/ school secretary and Aladdin updated by the class teacher.
- A file containing medical conditions relating to individual children will be kept by the principal in hard copy in the principal's office. A similar folder will also be kept in the secretary's office.

ADMINISTRATION OF MEDICINES (See related policy)

- School staff will not administer medicines unless the child has an agreed health plan

Scoil Tóla Naofa

FIRST AID PROCEDURES

Sionna

Contae An Chláir
Minor accident or injury is
scrape, graze, bump or



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one where a child has received a
minor cut to arm, leg or body.

one where a child has received an
injury which may require further treatment or any head injury.

- Serious accident or injury is injury which may require further treatment or any head injury.
- If a child receives an injury in the yard it will first be assessed by the teacher on the given yard. If the child requires treatment, the teacher on the 1st-3rd class yard is also on First Aid duty. This teacher only administers minor first aid e.g. cleans a graze.
- When dealing with blood injuries disposal gloves must be worn.
- If a more serious injury is sustained in the yard the class teacher and/or the principal may be called to assess the injury. Parents will be contacted by phone.
- Head injuries are always checked and reported to the class teacher and principal. The injured child is monitored and parents are notified by telephone/text usually by the school secretary. When dealing with injuries disposable gloves must be worn.
- Minor cuts and grazes will be cleaned by gauze and water.
- Hypoallergenic plasters will be used where bleeding hasn't stopped from applying pressure with gauze and to keep a wound clean from infection.
- An icepack will be applied in the event of a bruise/sprain.
- 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.
- In the event of an emergency if any adult in the school is concerned for the health and safety of a child they must call 999/112.
- Injuries obtained off site during school trips will be dealt with in the same manner.

FIRST AID BOXES

These are the First Aid boxes held on the premises and their locations

- Outside principal's office for P.E and yard
- Staffroom – Staff First Aid box

Telephone/Fax: 061-362894 Email: tolasns@gmail.com

Scoil Tóla Naofa
Sionna Secretary's office – yard
Contae An Chláir Box

- Classrooms – small First Aid



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first aid box and School Trip First Aid
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CONTENTS OF FIRST AID BOXES

- Plasters (various sizes)
- Gloves
- Gauze
- Dressings (various sizes)
- Scissors
- Sterile wash (individual use)

- Triangular bandage
- Thermal blanket

RECORDS:

- A report is filed for all significant injuries. Accident report forms are available beside the principal's office and will be filled in by the teacher on yard duty where the injury occurred or by the class teacher if the injury occurred in the classroom or at P.E.
- It is the responsibility of the person who dealt with the injury to gather facts about how the injury occurred from witnesses so that they may pass on accurate details to the parents.
- The accident report form is kept on file in the principal's office and a copy placed in the pupil's file also.

PROVISION FOR FIRST AID

- First Aid kits must be carried by the teacher when children are leaving the school for sports events/school tours etc.

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All of the medical supplies necessary. All staff are responsible for alerting the Principal if they become aware that a particular First Aid Kit requires re-supplying.



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will be monitored and replenished as responsible for alerting the Principal if particular First Aid Kit requires re-

DEALING WITH COMMON ILLNESSES AND INFECTION

- Any child who suffers from vomiting and diarrhoea during the school day will be required to be collected and taken home.
- Any child who has suffered from diarrhoea or vomiting should be clear of symptoms before returning to school. It is the responsibility of the parent/guardian to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If pupils have headlice all pupils in that class will be issued with a standard letter/text asking their parents/guardians to inspect their heads and treat accordingly.
- The parents of any child suspected of having a highly contagious 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 from their GP.
- Parents can seek advice from the HSE about other common illnesses. Staff members can refer to the Infection in School manual kept in the principal's office.

STAFF TRAINING

The Board of Management provides regular training to staff on dealing with typical school first aid instances.

REVIEW

This policy will be reviewed every three years or as necessary in the light of new advice or legislation.

Approved at the meeting of the Board of Management

Date 21st March 2018

Scoil Tóla Naofa
Sionna
Signed: PJ
Contae An Chláir
Chairperson, Board of



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Management **Shannon**
Co. Clare

Date: 21st March 2018