



St. Mary's N.S.

18th August 2020

First Aid Policy

Introduction:

- This policy was revised on 18/8/20 as a response to The Safety Health and Welfare at work Act 2005 and General Applications Regulation 2007 and, in light of the current global pandemic. This policy applies to all users of the school premises and all school related activities. All members of the school community are required to adhere to all Covid-19 protocols and policies in place as per the Covid-19 Response Plan in order to prevent/limit virus transmission.

Rationale:

The formulation of this policy enables our school to effectively;

- Provide for the immediate needs and requirements of students who have sustained either a minor injury or a serious injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/ accidents as they arise.
- Ensure lines of communication with parents/ guardians are in place if required.
- Activate a known plan of action with which all staff are familiar, including the adherence to all school protocols in relation to Covid-19, as per the Covid-19 Response Plan.

Roles and Responsibilities:

The overall responsibility for the day to day management of school supervision/ routines rests with the Principal. All teaching staff are responsible for classroom supervision or pre-break supervision and the teachers on yard duty are directly responsible for the supervision of pupils at break time.

The schools designated Health and Safety Officer is F.O' Callaghan.

The schools designated Health and Safety Representative is S. McElhinney.

All staff will be responsible for First Aid.



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School Ethos

This policy re-enforces the elements of the school mission statement which advocates providing a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

Overall Aims/ 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 provide training for staff with the effective use of outside expertise so that children have access to proper interventions.
- To comply with all legislation relating to safety and welfare at work.
- To comply with all Covid-19 protocols and policies in place as per the school Covid-19 Response Plan.

Procedures:

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff member are put at risk;

- A Covid-19 Risk Assessment has been carried out in preparation for a safe return to school for the school community amidst the global pandemic.
- A comprehensive school Safety Statement is in place whereby Hazards are identified and remedial measures are outlined.
- The school is insured under Allianz Insurances and a 24hr policy, underwritten by Allianz Insurances is in place for all children.
- The provision of specialist first aid training for staff has been carried out in April 2019 by the Board of Management.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/ yard.
- There are at least two teachers on yard duty at any one time.
- It is of paramount importance that Parents/Guardians are contactable by the school at all times.
- In light of Covid-19, parents/guardians must not, under any circumstance approach any member of staff. Instead, parents/guardians should communicate with staff via phone or email.
- Where appropriate, the teacher on duty who witnessed the incident or who investigated the incident makes the record in their own incident log book provided in their yard bag. The class teacher is informed at the end of the break/lunch time by phone.



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The aims of the FIRST Aid Procedures are as follows:

- To assess and treat minor injuries
- To identify major injuries and pursue policy in place for treating same
- To provide basic First Aid treatment for minor injuries
- To provide a common approach for administering First Aid
- To ensure the safe practices are being followed in the administration of First Aid
- To ensure the First Aid kits are restocked regularly

First Aid Procedures

- ***First Aid administered by class teacher on return to classroom if:***

A child has received a scrape, graze or minor cut to arm, leg or body.

- ***First Aid administered by Supervising Teacher if:***

A child has a serious cut or a visible trauma to the head.

***After break/lunch times, the supervising teacher will inform class teacher of any reported incidents and communicate actions taken.**

Location of First Aid

- *A First Aid box is located at the first aid station in corridor of new building where school bell and accident/ incident folders are kept.*
- *A First Aid box is also located in the staff room in the case of an emergency in the old building zone.*
- *A separate First Aid kit is stored in the staff room for all sporting activities, extra-curricular activities, field-trips, class-trips and when the teacher leaves the school grounds.*
- *All Teachers will be called to observe and treat any pupils requiring First Aid accordingly during the school day.*



Content of First Aid Kit

Recommendations taken from the Health and Safety Authority document 'Guidelines on Managing Safety, Health and Welfare in Primary Schools' document.

- Disposable masks, disposable gloves, disposable Icepack, Sterile Saline Pods, surgical tape, zip lock bags, tissues, conforming bandage, moist sterile wipes, dressing, scissors, cotton wool and dry gauze.
- All pupil contact numbers are retained and available in the office. These details are updated annually.

Treatments:

If possible, all injured pupils should stand at a social distance while the teacher identifies the injury and action required.

The teacher present or, on duty should retrieve their mask and gloves from their yard bag in advance of providing first aid for all treatments listed below.

All masks, gloves and waste should be discarded in plastic bags provided in yard bags after each injury and should be placed in the nearest waste bin.

All staff to practice good hand hygiene when returning to classroom and after providing any first aid.

- **Cuts, grazes, blood injuries-** Teacher present or on duty/ teacher administering in classroom, while wearing appropriate PPE can then clean a wound from the centre outwards using sterile wipes and a check is carried out to locate small bodies which may be embedded in the wound. Plaster/gauze is placed in the wound if deemed appropriate.
If pupils from Juniors to 1st Classes experience cuts, grazes or blood injuries, teacher observation is maintained and in addition, the class teacher will inform the parent either by phone. If parent/guardian are uncontactable by phone, an email will be sent by the class teacher.
If children from 2nd- 6th class experience the above teacher observation will be maintained and the children will be encouraged to show/ tell parents.



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- **Sprains**- In the event of a sprain/ bruise, the process of rest, ice, compress and elevate is implemented. Teacher observation maintained and if in doubt, parent/ guardians should be contacted.
- **Suspected breaks**-instant ice pack applied. Sprain is elevated. Class teacher and principal are notified and parents are contacted immediately. This child will be kept under intense observation in the classroom or principal's office until parents/guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.
- **Faints and Shocks**- If a pupil faints, lie the casualty down, raise the legs above the level of the heart, ensure that there is fresh air and other children are removed from the area. Reassure casualty when they recover. Parents/ guardians should be informed as soon as possible.
- **Loss of Consciousness** –Send for immediate help of another staff member and ring for medical help. Any child who becomes unconscious should be placed into the recovery position by a teacher. Beforehand, always check for any broken bones, neck or back injury. If casualty is not breathing, artificial respiration is applied. Other children should be removed from the area. Reassure the casualty when they recover. Contact is made with parents/ guardians as soon as possible.
- **Head injuries**- Head injuries are always checked and reported to the class teacher and logged in accident/ injury log book which is also checked by the principal. The injured child is monitored and an ice-pack is administered immediately. Parents are notified by telephone. We will then proceed to contact the emergency contact. If a parent cannot be contacted, a voicemail is left and an email is sent. The purpose of the telephone call/email is to alert parents to the possibility of concussion symptoms emerging later in the day when child has left home.
- **Severe Bleeding**-Act instantly-Go!, Go, Go!

Set or lie the injured party down. With gloves, press down on site of casualties wound. If possible, lift the injured part of the body of the level of the heart. Put a clean dressing over the wound and secure it firmly with a bandage. If the blood shows through the dressing, then place another one over the first bandage firmly.

Get help! Contact parents/ guardians.



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- **Burns/ Scalds-** Immediately remove child from the danger area. Cool the burnt area with cold running water. Remove any tight fitting clothing and accessories unless the clothing is adhered to the skin. Do not remove objects stuck to the skin. In the event of a minor burn use a special burn gauze or / burneze spray. Contact is made with parents/ guardians as soon as possible.

Procedures in Place when Dealing with a Serious Injury

- In the case of an emergency, teacher present will call for support from other staff member. The class teacher is called from staff room if not on duty.
- Principal will be notified and if it considered prudent, an ambulance will be called.
- Ambulance will be called and advice from paramedics will be sought and followed while waiting for the ambulance. Parents are kept informed in developing situations.
- Administering medication- see policy. Pupils with a chronic illness must have board of management approval before medication can be administered in school. All medical plans are communicated to school staff regularly during the school year.

Record Keeping:

- ❖ A serious injury or accident is logged in the Accident and Injury Logbooks.
- ❖ This logbook is also used to log first aid reports.
- ❖ The report includes the date of the accident, brief description of injury, action taken and the signature of both the teacher on duty and the class teacher.
- ❖ To comply with all Covid-19 protocols and social distancing restrictions, the teacher on supervision is expected to communicate the incident with the class teacher by phone call after yard times to ensure that the correct care is given and that all necessary precautions are taken.
- ❖ Once this phone call takes place, the teacher on supervision can sign the class teachers name on their own log sheet.
- ❖ Incident log sheets to be placed in the **First Aid Folder** located in the staff room. All logs should be placed and stored in this folder each Thursday before the close of business.
- ❖ These records are checked by principal each Monday and will be retained in the students files in the photocopier room.
- ❖ Records are submitted to the Board of Management.
- ❖ Serious incidents are reported to school insurance company policy which states:



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Where a serious incident occurs, the following protocol is observed

- Notify the company of any incident which is likely to give rise to the claim.
- Get an early report from any witnesses to the incident.
- If the incident involves equipment, it should be removed from service and kept for inspection.
- Photographs to be taken of the exact location soon after the accident may prove invaluable in the event of an action against the school.
- In the event of a serious accident or incident the school has an arrangement to inform school insurers and complete usual incident report.

Enrolment:

- Each pupil's enrolment form provides parents with an opportunity to inform school regarding pupil's health/ allergies.
- Parents should inform class teacher if any changes occur and if information needs to be updated.
- This information is kept on file with enrolment details and class listings.

Staff Training

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

Evaluation:

- The success of this policy is measured from set criteria;
- Maintaining a relatively 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 revised policy was ratified by the Board of Management on 19th August 2020