



# Scoil Chaoimhín Naofa

## St. Kevin's Primary School

Gleann dá Loch, Co. Chill Mhantáin  
Glendalough, Co. Wicklow  
Tel: (0404) 45460

### First Aid Policy

#### Aims

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 that safe practices are being followed in the administration of First Aid

#### First Aid Procedures

Minor accident or injury is one where a child has received scrape, graze, bump or minor cut to arm, leg or body.

Serious accident or injury is one where child has received injury which may require further treatment, or any head injury.

#### Location of First Aid

1. First Aid supplies are located at the First Aid Station on the corridor between the staff room and the Halla.
2. Two travel First Aid Kits are at the First Aid Station (it is incumbent upon all staff to return these First Aid Kits to this location after use and to inform Rebecca Dunne if supplies need to be replenished.) These travel First Aid Kits are taken by the supervising teacher on tours, field trips and/or when the children leave the school grounds. In these instances the supervising teacher and other adults should each take their mobile phone and ensure it is charged.
3. Defibrillator is located on the corridor to the left of the Resource Room beside Senior Library Book Shelves.
4. Medication for children with specific conditions is stored in two red cabinets in the Learning Support Office to the right of the door into the Secretary's Office.
5. Icepacks are stored in the freezer in the kitchen area.

Teachers will treat any pupils requiring First Aid during class time.

A supervising teacher or an SNA, will administer First Aid to any pupils requiring treatment during break times.

#### Content of First Aid Kit/Supplies available in the School

Rebecca Dunne will replenish supplies throughout the year and it is incumbent upon all staff members to tell her when supplies are required.

These items are the basic supplies available in the school.

Disposable Gloves	Icepacks	Sterile Saline pads	Surgical Tape	Conforming bandages	Sterile water wipes
Scissors	Cotton wool	Moist Sterile Wipes	Dry Gauze	Tweezers	Vinegar and Burn Spray

## Treatments

- Cuts, grazes, blood injuries:
  - The First Aider, while wearing disposable gloves, cleans wound using sterile water wipes.
  - Plasters are only placed on cuts when necessary.
  - All gloves and waste are discarded carefully after each injury.
- Sprains/Suspected breaks:
  - Ice pack applied.
  - Class teacher and principal are notified and parents are contacted.
- Head Injuries:
  - These are always checked and reported to the class teacher and/or principal.
  - The injured child is monitored and parents are notified by phone.
  - The class teacher is responsible for ensuring contact is made with home.
  - If a parent cannot be contacted, a voice mail is left and an email is sent to the child's parents/guardians.
  - The purpose of the phone message/email is to alert parents of the possibility of concussion symptoms emerging later in the day when the child has left school.

## Treatment of Serious Injury

In case of emergency, supervising teacher will call for support from the closest member of staff. Where possible class teacher attends to injured pupil while other teacher assumes supervision duty of remainder of pupils.

Principal will be notified and if it is considered prudent, an ambulance will be called.

Parents will take responsibility for further medical attention. Parents have given permission on school enrolment forms for school staff to take child to doctor/hospital in case of accident or serious illness.

## Administering Medication

Staff should be familiar with the regulations set out in the school's Administration of Medication Policy. Pupils with an illness requiring medication must have Board of Management approval before medication can be administered as per policy. Details and medications are stored in the two red Medical cabinets in the Principal's Office.

## Enrolments/Pupil Information

Enrolment procedures give parents the opportunity to inform the school of any relevant medical conditions for their child they deem necessary for the school to know.

Parents/guardians are reminded to update this information by informing the school of relevant changes.

## Record Keeping

- Playground incidents/Accidents: When necessary, a report is recorded on Aladdin by the person who deals with the incident.
- The details of the accident/incident are recorded on Aladdin under the student's name.
- These reports will include the date of the incident, a brief description of the injury/accident/incident and the action taken.
- An Accident Report Form is filled out for all serious injuries or accidents. Copies of the completed Form are retained in
  - Insurance Records File in School Administration Cabinet in the School Office.
  - Pupil's own file in School Office
  - Scanned Copy is placed on Aladdin under the Student's name.
- These records are retained for 10 years
- Records are submitted to the Board of Management in line with Appendix 47 as cited in No 2 in Organisational Practices.
- Serious incidents/accidents are reported to school insurance company Marsh Ireland/Allianz in line with company policy which states:

Where a serious incident occurs, the following protocol is observed

- Notify the company of any incident which is likely to give rise to a claim
- Get an early report from any witnesses to the incident
- While being sympathetic and helpful, do not do or say anything which might be interpreted as an admission of liability
- If the incident involved equipment, it should be removed from service and kept for inspection
- Photographs may be taken of the exact location soon after the accident.
- In the event of serious accident or injury the school has an arrangement to inform school insurers and complete incident report form.

## Training

First Aid Training is made available to all staff every two years to keep updated in First Aid Training and Practices.

## Ratification and Review

This policy was reviewed, ratified and adopted by the Board of Management at the September 2022 Board of Management Meeting in Scoil Chaoimhín Naofa.

This policy has been made available to school personnel and is readily accessible to parents and pupils on request.

A copy of this policy will be made available to the Department of Education and the patron if requested.

The Board of Management will monitor the implementation of all aspects of this policy and amend as required.

Mr. Paul Carter BOM:



Date:

14<sup>th</sup> September 2022

## Review Date

This policy and its implementation will be reviewed by the Board of Management September 2024 or sooner if deemed necessary.

