

Scoil Íde Presentation Primary School

First Aid Policy

2013

REVIEW:

This policy will be reviewed every 3 years or as necessary in the light of new advice and legislation.

Signed: _____

Principal

Signed: _____

Chairperson of the Board of Management

Date: _____

First Aid Policy and Procedure

Purpose

This policy sets out how we at Scoil Íde 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 retained in the office and by the Class Teacher.
- It is the Parent's responsibility to notify the School of any changes in existing medical conditions.
- At the end of each academic year Teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- Any medical conditions or allergies will be added to the child's profile on Aladdin and it is the responsibility of the Teacher to familiarise themselves with the condition, the action to be taken if required and the location of inhalers, epi-pens, medication etc.
- Any changes or additions to a child's medical condition must be given to the School Secretary and passed onto Teacher as soon as they are known. This is especially important when children with medical conditions join the school within the academic year.
- At the first Staff Meeting in August, the Staff's attention will be drawn towards any children with medical conditions and a reminder will be posted on Aladdin.

- A file containing all Class Lists in the school and medical conditions relating to particular children will be held by the Principal and made available to Substitute teachers.
- Children with a serious medical condition (such as allergies requiring epi-administration) will have their photographs displayed in the staff room, so that staff can become familiar with them (and also displayed on the box/es containing their medication)

Illness at School

- If a child is taken ill whilst in the classroom, the Teacher will assess the condition of the child and if they feel that the child needs to go home they will arrange for Parents (or other contact as prioritised by the parent on the data collection sheet) to be contacted.
- If a Parent cannot be contacted, a voice mail message will be left.
- In the event of not being able to contact a parent, an ambulance will be called.
- Parents will indemnify the school on the standard form.
- Allianz will be informed of completed medical indemnity forms.

Administration of Medicines

- School staff will not administer medicines unless the child has an agreed health plan.
- Parents may administer non-prescribed medicines during the school day themselves by prior arrangement with the school.
- Any child with an existing medical condition that may require hands on medical attention will have a health care plan to ensure the appropriate care is given under the correct circumstances.
- Parents of children with a health plan must ensure that all medicines to be administered are in the original container, clearly labelled with the child's name, dosage and frequency.

First Aid

- If a child suffers an injury, it will be assessed by the adult nearest to the child.
- All adults will be expected to deal with all instances of minor first aid.
- Disposable surgical gloves must be worn at all times.
- A minor cut will be cleaned by a cotton pad and water.

- Hypoallergenic plasters to be used where bleeding hasn't stopped from applying pressure with cotton pad and to keep the wound clean from infection.
- An ice-pack or cold object will be applied in the event of a head bump.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the child following an injury, they must call 999/112.
- Children will only be taken to hospital by ambulance or directly by their Parents. Staff will not transport children to hospital in their cars.
- A "Help Card" system is in place and cards are displayed in classrooms and worn on lanyards by Staff on yard duty. Periodically children are reminded during Assembly about this system and to look out for the location of the cards. The cards should be taken to the nearest adult and the card will tell the receiver where help is required.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- After School Clubs will follow the same First Aid procedures.

First Aid Boxes

Location

Below are the First Aid Boxes held on the premises and their locations:

- Staffroom - Staff First Aid Box and School Trip First Aid Box
- P.E press outside Hall - P.E First Aid Box
- Windowsill downstairs between Senior Infant rooms - Yard First Aid Box
- Classrooms - located in same location in each room

Contents of Larger First Aid Boxes

- Dressings (non adherent dressing, sterile gauze pads)
- Disposable Gloves
- Cotton Pads
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Portable ice-packs (stored in Fridge Freezer in Staffroom) for on-site use and Instant Ice Packs for off-site use, sporting events etc.
- Scissors

Contents of Classroom First Aid Boxes

- Gloves
- Plasters
- Cotton Pads

Informing Parents and Logging Injuries

- Parents will be informed of injuries through note in Homework Journal.
- Where the child is very distressed or the injury is significant, Parents will be informed by phone, usually by the School Secretary.
- 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.
- It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the Parent.
- All injuries, however insignificant, must be recorded in our Yard Incident Book.
- When informing Parents by phone, Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the Secretary has not been able to speak directly to Emergency Contact 1, then Emergency Contact 2 should be contacted and a voice message left if necessary. If no contact is made an ambulance is called.

Provision for First Aid

- First Aid kits must be carried by the Teacher/supervising adult whenever they take children off site.
- All of the medical supplies will be monitored and replenished as necessary. All Staff are responsible for alerting the Principal if they become aware that a particular First Aid Kit requires re-supplying.

Dealing with Common Illnesses and Infections

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.

- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 24 hours. It is the responsibility of the Parent to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If a child is found to have live headlice, their Parents will be informed by the school office. All of the other children in that class will be given a standard letter from the HSE 'Infection in Schools' manual to take home, asking their Parents to inspect their heads and to treat any infestation accordingly.
- The Parents of any child suspected of having a highly infectious 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 about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections. Staff will refer to the 'Infection in Schools' manual kept in the Principal's Office.

Intimate Care

Intimate Care is the attending to the needs of children who have wet or soiled themselves either by accident or due to medical or developmental reasons.

- In instances of soiling, the Parent or Carer should be asked to come to the school and will therefore be able to attend to any of the intimate needs of the child. However, if the Parent or Carer is not able to attend, then the following guidance should be followed.
- Only a Staff Member to supervise or carry out intimate care.
- Staff must ensure that another colleague is aware that a child's intimate care needs is being supported.
- In line with the School's Child Protection policy Staff should aim to remain potentially visible to colleagues, whilst providing privacy for the child, for example, keep the door slightly ajar.
- Talk to the child throughout, making clear what is happening. If necessary, a second adult can be summoned.
- The child should be involved as much as possible in his or her own intimate care.
- All classrooms have designated toilets. Other pupils may be directed to use alternative toilets while the intimate care needs of one child are attended to (in order to protect their privacy).

- Protective gloves must be worn. A supply of wet wipes and nappy sacks (for containing soiled clothing) will be kept in the Junior Classrooms.
- Care should be taken to dispose of any soiled wipes, bagged and disposed directly into the main outside bin.
- Soiled clothing should be placed in a nappy sack /plastic bag and tied firmly for returning to Parents. Spare clothing stored in the downstairs lock-up will be made available for children to change into if necessary
- Every child must be treated with dignity and respect. Privacy should be ensured appropriate to the child's age and situation.
- Allow the child to be as independent as possible, in particular with removing underwear. Support the children in doing all that they can for themselves.
- Sanitary Pads and clean underwear will be available to the Senior Classes.
- If a member of staff has concerns about managing personal or intimate care then they should make these known to the Principal

Spillages of a delicate nature

- Spillages of a delicate nature should be treated with 'Sanisorb' or similar cleaning product.
- If necessary and practical, the area should be cordoned off or vacated until it can be cleaned.