

Scoil Seanáin Naofa First Aid Policy

Purpose

This policy sets out how we at Scoil Seanáin Naofa 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.

Names of Senior First Aiders:

All staff attended three hours First Aid Training last September 2017.

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 class 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 and it is the responsibility of the class 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 class 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 the noticeboard.
- A file containing all Class Lists in the school and medical conditions relating to particular children will be kept in the office and made available to Substitute teachers.
- Children with a serious medical condition (such as allergies requiring epipen administration) will have their photographs displayed in the staff room, so that staff can become familiar with them.

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 if deemed necessary.

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 with a non-alcoholic wipe.
- A hypoallergenic plaster is to be used if 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 if deemed necessary.
- 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.
- 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 – 2 First Aid Boxes.
- The office – 1 First Aid Box
- Photocopying room beside hall – 1 First Aid Box
- Storeroom upstairs – 1 First Aid Box
- Disabled Toilet – 1 First Aid Box

Contents of First Aid Boxes

- Fabric Finger Plasters
- Fabric Knee Plasters
- Primapore dressings
- Alcohol free cleansing wipes
- Triangular Bandages
- Hospital Quality Cotton Wool
- Gloves
- Scissors

* Portable ice-packs are stored in the Freezer in Staffroom.

**Please note – An additional supply of all of the above are to be found on the shelf above the first aid boxes in the staffroom.

Informing Parents and Logging Injuries

- Parents will be informed of minor injuries through a 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 a “significant injury” is. 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 ‘significant injuries’ or instances whereby a child needs to go home or to hospital are to be recorded on a Yard Incident Form.
- 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 if deemed necessary.
 - Bumps or blows to the head will always be relayed to the parents by the teacher/secretary who can advise on the seriousness or otherwise of the incident.

Provision for First Aid

- First Aid kits must be carried by the Teacher/supervising adult whenever they take children off site.
- All of the schools medical supplies are ordered and replenished as necessary.
- The first aid boxes are also regularly monitored and replenished as necessary.

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 as soon as possible. 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 and can report back to the school for the welfare of all. 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 (two staff members should attend if feasible).
- 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 disabled toilet.
- 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 from the lost and found will be made available for children to change into if necessary or a change of clothing brought in for specific pupils (as in certain special cases).
- 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.
- Support the children in doing all that they can for themselves.

Ratification and Communication

- This policy was ratified by the Board of Management on 26.06.18.
- The policy will be added to the school website.
- This policy will be brought to the attention of all parents