

First Aid Policy

Scoil Íde

February 2020



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.
- Mrs. Claire Hynes and Anne-Marie Hennigan will ensure that indemnity forms are signed by the parents of children where administration of medication by staff may be required
- Anne-Marie Hennigan will liaise with the parents and collate all information given by medical practitioners, parents and other professionals to ensure that an appropriate Health Care Plan is in place for any children with serious 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 Term 1 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. All medical conditions are also listed on Aladdin .
- Children with a serious medical condition such as allergies requiring epipen administration or Epilepsy have a detailed care plan in place that is guided by their medical practitioner and parents. The child's photograph and care plan is displayed in their classroom with any medication that is required for their condition and the staff room, so that staff can become familiar with them (and also displayed on the box containing their medication)
- All allergy medication such as Anapens. Epipens and Buccolam are stored safely in the child's classroom, up high, close to the teacher's desk and out of reach of children.. This medication is clearly marked with the child's name and care plan attached.
- Children who suffer from asthma are required to provide their teacher with an inhaler and/or spacing device for school use only. For children from Junior Infants to 1st class the teacher takes responsibility for that medication and will ensure to bring it on all school outings. All children from 2nd to 6th classes are required to have their asthma medication in school with them at all times and take responsibility for bringing it with them on all school outings.

Staff Training:

Members of our school staff are fully trained in First Aid, CPR and use of AED by Sandra Rock and Niamh Daly from "The Irish Heart Foundation".

Training was held on the 12th of February 2019 in the school and the recommended renewal date is the 13th of February 2021 for the following staff members:

Anne-Marie Hennigan, Ailbhe Uí Fhátharta, Niamh Cooke, Deirdre Conneely, Andrea Lenihan

Margaret Giblin, SNA, who is currently job sharing in our school also holds a certificate in First Aid, 2019-2020

All members of staff were given training in January 2017 on how best to respond to a child who is experiencing seizures due to Epilepsy. This included a demonstration on how to correctly administer the required medication. This training was given by Niamh Daly, Paramedic and First Aid Trainer with "The Irish Heart Foundation".

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 and where necessary an ambulance will be called.
- Parents will indemnify the school on the standard form.
- All after school teachers will follow the same procedures as above.

Administration of Medicines

- School staff will not administer medicines unless the child has an agreed healthcare plan.
- School staff should never administer any medication that has expired.
- Parents must indemnify the school to administer any medication on a standard indemnity form.
- 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 care plan must ensure that all medicines to be administered are in the original container, are in date, clearly labelled with the child's name, dosage and frequency.

First Aid

A file containing the care plan and photo of children who may require emergency medication during break times is in a red folder on a shelf at the first aid station on the bottom corridor

- 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.
- If an accident or illness occurs during lunchtimes the teacher on duty must ask a Special Needs Assistant to tend to the child and they should continue to supervise the other children in the yard or in their classrooms.
- Disposable surgical gloves must be worn at all times.
- A minor cut will be cleaned by an antiseptic wipe and water.
- Any injury to the head regardless of severity must be recorded by the teacher on duty in the Accident Report Book.

- Dressing 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 or if the child has had a severe allergic reaction, or has had a seizure, 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

Downstairs:

- Wheelchair bathroom – First Aid Box supplies and School Trip First Aid Bags
- Windowsill between Junior Infant rooms - First Aid Box

Upstairs:

- Staffroom- First Aid Bag on the windowsill

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 freezer outside Room 2) for on-site use and Instant Ice Packs for off-site use, sporting events etc.
- Scissors
- Safety pins
- Slings
- Masks for use in CPR
- "Savlon" antiseptic cream
- Antiseptic wipes

Informing Parents and Logging Injuries

- Parents will be informed of minor injuries by the teacher.
- Parents will receive a text or a phone call if their child has a head injury. Whether it is a text or a phone call will depend on the severity of the injury. In the event of an unanswered call a voice message will be left and a text sent to their contact number outlining the injury sustained
- Where the child is very distressed or the injury is significant, Parents will be informed by phone, usually by the School Secretary or Principal.
- It is the responsibility of the attending adult to decide what if it 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 significant injuries must be recorded in the school Accident Report Book by the supervising teacher who was present at the time of the incident.
- In an emergency situation, when informing the parents by phone, the mother of the child should be phoned first and a voice message left if it is not possible to speak to the mother. If the Secretary or the Principal has not been able to speak to the mother, then the father should be contacted and a voice message left if necessary. If the mother and father are not available then the emergency contacts on Aladdin should be phoned. Depending on the severity of the injury the Principal or one of the First Aiders on the staff may decide to bring the child to the school doctor or to the Accident and Emergency Department of the local hospital without waiting to hear back from the parents of the child.

Provision for First Aid

- First Aid kits must be carried by the Teacher/supervising adult whenever they take children off site.
- All serious illness medications must be carried by the class teacher when they bring the 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 head lice, 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 teacher 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 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.

Returning to school safely after Covid -19, September, 2020:

As we await guidance from the "Department of Education and Skills" we as a school plan to put the following measures in place in relation to First Aid-

- Ensure that staff members who have a specific role in acting as first responders are provided with updated training on infection prevention and control principles such as performance of hand hygiene and appropriate use of personal protective equipment when delivering First Aid.
- Ensure that we have an isolation room made available for children who present with symptoms of Covid-19.
(Additional measures will be added where necessary, in line with Government advice)

Review:

- This policy will be reviewed every 2 years or sooner if deemed necessary.
- Signed: _____
- Principal
- Signed: _____
- Chairperson of the Board of Management
- Date: _____

