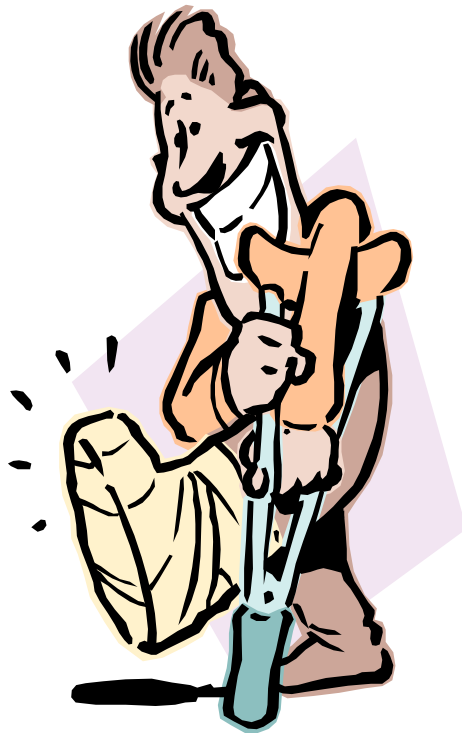


First Aid



First Aid

First Aid means

- (a) treatment in a life-threatening situation (e.g. heart stoppage or severe bleeding) pending medical help, or
- (b) treatment for minor injury (e.g. cuts or bruises)
(H.S.A. Guide to Health and Safety at Work)

The teaching staff of the school endeavour to administer First Aid to an injured person(s), as and when is required, to the best of their ability.

A minor injury may be described as a scrape, bruise, graze or minor cut to the arm, leg or body.

A serious injury may be described as one which needs further treatment, or any head injury. First Aid does not include the administration of medicines to pupils.

First Aid Training

Regular provision of emergency First Aid training to teaching staff by an external First Aid training organisation is recommended to ensure staff can improve their competence and confidence in dealing with medical conditions, injuries and emergency situations appropriately.

This may include contacting the emergency services and/or other professional medical personnel.

First Aid training/refresher training of teaching staff should be arranged for teaching staff on an annual basis in order to sustain confidence in teacher First Aid skills and in order to upskill First Aid knowledge and procedures with the most recent medical recommendations. Any First Aid course undertaken by staff must include certification that staff have completed the course successfully.

First Aid Box

Location and Use

First Aid provision must be available at all times while persons are on the school premises. A fully equipped and labelled First Aid box is available in the corridor (adjacent to both classrooms).

This First Aid box is available for use within the school and in the school playground during break times.

A second First Aid box is available for taking on school excursions or off-site activities such as fieldtrips etc.

Teachers must ensure they have First Aid equipment on all school tours or outings.

Contents of the First Aid Box

The contents of the First Aid box include:

- a selection of plasters (including a roll of Elastoplast)
- alcohol free wipes
- cotton wool
- cotton buds
- eye pads
- wound dressings/bandages
- tweezers
- TCP antiseptic liquid
- Savlon cream
- emergency burn and scald gel
- sterile wound closure strips
- bite and sting relief cream
- mouth-to-mouth resuscitation aid
- scissors
- thermometer
- non-latex gloves
- Accident Report Book

Ice-packs are stored in the fridge.

The First Aid box is also stocked with the following medical instructional First Aid literature for reference:

- Paediatric First Aid Manual
- Poison Prevention Guidelines

These documents provide useful information regarding the correct treatment to deal with a variety of medical conditions.

The Assistant Principal II is responsible for regularly checking the First Aid supplies and restocking the First Aid box with equipment as and when required.

First Aid Treatments

- Cuts, grazes and minor bleeds- teacher will wear protective gloves, clean the wound using water or non-alcoholic sterile wipes and apply a plaster if necessary
- Sprains, swellings and breaks- ice packs to be applied
Principal and parents to be notified
- Bumps and lumps- ice packs to be applied

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Principal and parents to be notified

- Asthma attacks-child to administer their own inhaler. If inhaler is not available, the teacher will talk the pupil out of their attack and take exaggerated breaths to have the child copy and calm down and seek medical advice
- Bee/wasp sting- get a card/tweezers and swipe out the sting, run under cold water and put on bee and wasp sting cream (with parental permission)
- Bleeds- seek permission before applying anything to the source of the bleed, elevate the wound, apply pressure and treat while casualty is sitting down
- Nose bleeds- lean casualty forward and pinch the nose below the nasal bone and hold
- Head injuries-Principal to be notified and parents to be contacted
- Emergencies-Principal to be notified and an ambulance called
- Recovery position-diagram displayed on the wall in the corridor
- Anaphylactic shocks-administer Epipen if available, contact the emergency services immediately, if none is available, **contact emergency services immediately**
- Administering Medication (See policy)

Best practice in administering First Aid is to only apply creams, gels or other and medications to wounds with parental permission.

This ensures that school staff will be aware of any possible allergies a child may have to a particular medicinal treatment and will help to avoid allergic reactions.

Accident Report Book

The Accident Report Book is also kept in the First Aid box.

Details of all accidents/incidents requiring the rendering of First Aid to pupils and/or staff who have sustained a serious injury, must be recorded in the Accident Report Book.

One of the teachers on yard duty at the time of the incident (if it occurs during break or lunch time) or the class teacher (should an injury be sustained during class time) must record it.

Details of the person(s) involved in the incident, the date, time, location, nature of the injury, general description of how the injury was received and the action taken by the member of staff dealing with the injury, must be recorded in the Accident Report Book, in a timely manner (shortly after the incident occurred) by the relevant teacher.

The teacher must sign this record.

A copy of the accident report will then be placed in the relevant student's file in the office.

If the injury sustained is serious, (e.g. head injury) the parent/guardian will be informed by phone call.

If the injury sustained is not serious, the class teacher will inform parents when the child is collected, in a note in the homework diary or the child will inform his/her parent(s) his/herself.

Any First Aid rendered by the school is intended to be purely of a temporary nature.

Injuries should be fully examined by parents/guardians when children arrive home.

Enrolment Form Medical Information

Parents are obliged to inform the school of any allergies, intolerances or other medical conditions their child may have by specifying these on the school enrolment form.

Parents must give written consent to the school if they wish for a staff member to administer medication to their child.

This information is kept in the child's file in the office.

Parents should inform the class teacher of any updated medical information regarding their child.

Parents should keep medication in date and medicines should be locked away in a safe storage area in school. It should be clearly written on the medicine, who it is intended for.

Contacting Parents and/or the Emergency Services

In the case of an injury/accident which requires further attention, the parent/guardian is informed by phone call.

If they cannot be contacted, the child is taken for medical attention where necessary.

In the case of a medical emergency where a serious or life-threatening injury has occurred, the emergency services should be contacted.

All staff will be aware of the emergency services' numbers and the school's Eircode.

These numbers will be displayed beside the phones throughout the school.

In the case where there is a serious medical emergency, where the teacher cannot leave the casualty to get help, (e.g. if he/she is administering CPR), a pupil may have to alert another member of staff to help and/or contact the emergency services.

A red card will be supplied to the pupil who will deliver this to another member of teaching staff in the school.

All pupils must be aware of this communication system.

Teaching staff will be aware that should a child come to them with this card, it indicates a major emergency.

The child is not therefore, required to explain the details of the incident.

The teacher will go to the assistance of the casualty and teacher dealing with the incident.

Ratification/Review:

This policy was ratified by the Board of Management on Monday 27th May 2019 and will be reviewed as required.