

Rineen N.S.



First Aid Policy

First Aid Policy and Procedure Purpose

This policy sets out how we at Rineen N.S. 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 child's file 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.
- 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 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.
- 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.

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 enrolment form) 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.
- ☐ 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.
- ☐ Injuries obtained off-site during school trips will be dealt with in the manner outlined above.

First Aid Box (Location; Staffroom)

Contents 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 in Staffroom) for on-site use and Instant Ice Packs for off-site use, sporting events etc.
- ☐ Scissors

Informing Parents

- ☐ Parents will be informed of injuries in person at home time.
- ☐ Where the child is very distressed or the injury is significant, parents will be informed by phone.
- ☐ 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.
- ☐ When informing parents by phone, parent should be phoned first and a voice message left if it is not possible to speak directly. If the teacher has not been able to speak directly to the parent, then other contact from enrolment form 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 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 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 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 plastic bags (for containing soiled clothing) will be kept in the Junior Classroom.
- 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 plastic bag and tied firmly for returning to parents. Spare clothing stored in the school 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 towels 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.

Ratification and Implementation

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 and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management every two years. Written notification that the review has been completed will be made available to school personnel and otherwise readily accessible to parents and pupils on request. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: Ann O'Brien
Chairperson

Signed: Michael Rouine
Principal

Date: 06/03/18

Date: 06/03/18

Signed: Ann O'Brien
Chairperson

Reviewed on: 19/10/23

Signed: Nicola Sheehan
Principal

Reviewed on: 19/10/23

Signed: _____
Chairperson

Reviewed on: _____

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Principal

Reviewed on: _____

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Chairperson

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Principal

Reviewed on: _____