

St. Brendan's NS
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First Aid Policy and Procedure

Purpose

This policy sets out how staff at St. Brendan's NS 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

When joining our school, Parents are required to inform the school of any medical condition or allergy from which their child may suffer. This is recorded on the enrolment form and the Aladdin Database.

All staff members are made aware of allergies/ conditions in their class by the Principal/First Aid Representative of the school at the beginning of the school year.

It is the Parent's responsibility to notify the school of any changes in existing medical conditions.

At the start of each academic year the Principal will pass on relevant medical information regarding children to all staff at a Croke Park meeting.

After this, teacher's will, in conjunction with parents and the Principal, 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 by parents to the Principal. This is especially important when children with medical conditions join the school within the academic year.

All photos and information about pupils with medical conditions will be kept in the Principal's Office in the clearly marked First Aid press for 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 in her office 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 it is considered by the teacher that the child needs to go home he/she will arrange for parents (or

other contact as prioritised by the parent on the data collection sheet) to be contacted by the school and the principal informed.

If a parent cannot be contacted, a voice mail and text message will be left if possible.

In the event of not being able to contact a parent, an ambulance will be called by the principal or deputy principal (if necessary.)

The insurance company will be informed by the school of any serious accidents.

Dealing with Common Illnesses and Infections

Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected by a parent/childminder and taken home.

Any child who has suffered from diarrhoea or vomiting should not return to school until they have been completely clear of symptoms for 48 hours. Parents should consider the health and safety of everyone at school when deciding when to return their child to school.

The Parents of any child suspected of having a highly infectious condition should be contacted by the Principal or Deputy. If the infection is severe, they will be asked, by the Principal or Deputy 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 may refer to the 'Infection in Schools' manual kept in the Principal's Office.

Dealing with a Suspected Case of COVID-19 or other infectious disease

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The list of common symptoms will be updated regularly from the HSE website.

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- If there is a suspected case the Principal and the Deputy Principal who is the Lead Covid Worker are to be notified immediately.
- The principal or deputy will collect the pupil ensuring that they are wearing correct PPE and are keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- The pupil will be asked to put a mask on and will be moved to the Isolation area.
- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately;
- The person presenting with symptoms will remain in the isolation area until they are collected.
- The individual should avoid touching people, surfaces and objects.
- The person presenting with symptoms will be asked to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- If the person is well enough to go home we will arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms.
- If they are too unwell to go home or advice is required, we will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;

- We will then carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- The class will be moved outdoors, if necessary, and appropriate cleaning of the isolation area and classroom will take place.
- If deemed necessary according to the public health advice of the time, any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.
- If a staff member starts displaying symptoms of Covid-19, they should inform the principal or deputy principal (in her absences) immediately. Put on a mask and leave the school building as soon as possible. They should inform their general practitioner by phone of their symptoms. If too unwell to go home or advice is required, we will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

Headlice

If a child is found to have live head lice, their Parents should inform the principal. All of the other children in that class will be given a standard letter by their teacher from the HSE 'Infection in Schools' manual to take home, asking their Parents to treat any infestation accordingly.

Administration of Medicines (see separate policy for full details)

School staff will not administer medicines unless the child has an agreed arrangement, in writing with the Board of Management and/or Principal.

Parents may administer non-prescribed medicines during the school day themselves by prior arrangement with the principal.

Any child with an existing medical condition eg epilepsy, asthma, diabetes that may require hands on medical attention will receive it from staff with specialised training, if appropriate, to ensure the appropriate care is given under the correct circumstances. It will be the responsibility of the Principal/Board of Management and parents, working together, to ensure that this training is appropriate and sufficient to meet the child's needs safely.

Parents of children requiring medication must ensure that all medicines to be administered are in the original container, clearly labelled with the child's name, dosage and frequency. These medicines will be stored in a locked and labelled press, container or fridge which cannot be accessed by children.

First Aid:

- All teachers will be expected to deal with all instances of minor first aid with the support of SNA staff.
- If a child suffers an injury, it will be assessed by the class teacher or if it happens in the playground, the teacher on duty who is nearest to the child.
- Any injuries on yard must be noted in the yard book.
- A note must be sent home if the child obtained a minor injury and parents MUST be informed if a plaster has been applied to a cut or graze.
- It is our policy to take all head injuries seriously and alert parents in all instances.
- For more serious cuts/ injuries help from a teacher with First Aid training should be acquired and the Principal/Deputy Principal informed immediately.

- In the event of an emergency, if any staff member in school is concerned for the health and safety of the child following an injury, they should call 999/112 if appropriate.
- Children will only be taken to hospital by ambulance or directly by their Parents. Teachers of the school will not transport children to hospital in their cars.
- The same first Aid procedures will be followed for school activities off site.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined in this policy.
- Although all playgrounds, trips and tours are supervised by more than one adult, teachers are encouraged to bring their phones when on supervision duties in case they need to call for additional help.

First Aid Boxes:

- A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.
- A first aid box is kept in the office, the isolation area and in An Cuan containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.
- Each yard duty rota will have an assigned minor injuries kit containing gloves, hypo-allergenic plasters, antiseptic wipes, single-use ice pack, tissues. Disposable surgical gloves must be worn at all times when treating an injury. [note: first aid kits should be kept out of reach of pupils for health & safety reasons]

Each year, parents will be given an option to opt-in/out of the use of first aid items with their child and to let the school know of any potential allergies that might prohibit the use of the minor injuries kit.

Provision for First Aid

First Aid kits must be carried by the Teacher whenever they take children off site or out to the yard.

Class medication must be carried by the Teacher when they are taking children off site.

All of the medical supplies will be monitored and replenished as necessary. The staff are responsible for alerting the Principal/Deputy Principal if they become aware that a particular First Aid Kit requires re-supplying.

Informing Parents and Logging Injuries

Parents will be informed of injuries through a note, text, email or app message sent by class teacher. In the case of a bump on the head/head injury a phone call home will be made.

Where a child is very distressed or the injury is significant, parents will be informed by phone, if possible, usually by the Principal or the class teacher.

It is the responsibility of the attending teacher to decide what a "significant injury" is. They will make a common sense judgement as any responsible parent would.

It is the responsibility of the teacher 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 parents.

All injuries, however insignificant, must be recorded by the teacher on yard duty in the Yard Book. More significant injuries should be recorded on the Accident Report Template on Aladdin

When informing parents by phone, Parent 1 should be phoned first. If it is not possible to speak directly to parent 1 a voice message will be left and Parent 2 contacted. If the teacher has not been able to speak directly to parent 1, then Parent 2 should be contacted and if no contact is made a voice message will be left. The Emergency Contact person will also be contacted.

If the injury is severe an ambulance will be called and the Principal or another member of staff will travel with the child in the ambulance.

Intimate Care (for more details see separate policy)

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

In instances of soiling, the following guidance should be followed;

- Only Staff Members may supervise or carry out intimate care.
- Staff members must ensure that another colleague is aware that a child's intimate care needs are being supported. When practical, a second adult should be in attendance.
- In line with the School's Child Protection policy staff members should aim to remain potentially visible to colleagues, whilst providing privacy for the child, for example, keeping the door slightly ajar.
- A staff member should talk to the child throughout, making clear what is happening.
- The child should be involved as much as possible in his or her own intimate care.
- All classrooms have designated toilets. Pupils may be directed by staff 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 by staff members. A supply of spare clothes, provided by parents will be kept in the Junior Classrooms and in An Cuan.
- Every child should be treated with dignity and respect. Staff members should ensure privacy appropriate to the child's age and situation.
- Staff members should allow the child to be as independent as possible, in particular with removing underwear and support the children in doing all that they can for themselves.
- Emergency sanitary pads will be made available by the school for Senior Classes.
- If a member of staff has concerns about managing personal or intimate care then they should make these known to the Principal.

Review:

This policy should be reviewed annually by the Principal and staff.

Ratification:

This policy was ratified by the Board of Management in Feb 2022

Signed:

Date:

Noel Rooney

25/02/2022

Chairperson on behalf of the Board of Management