

# Kilcredan National School

## Policy on the administration of First Aid

### Introduction

This policy was drafted in March 2018. It was updated in August 2024. It applies to all users of the school premises and refers to all school related activities involving pupils and staff of Kilcredan National School.

### Rationale:

The formulation of this policy enables our school to effectively:

- Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

### Roles and responsibilities:

The overall responsibility for the day-to-day management of the school supervision/routines rests with the principal. The class teacher is responsible for class supervision and teachers on yard duty are directly responsible for the supervision of pupils during break time. The school's health and safety officer is Colm Cronin. He is also the fire drill coordinator.

### Relationship to the school ethos

The policy reinforces the elements of the school mission statement, which advocates providing a safe, and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

### Aims/Objectives:

- To ensure the physical safety and wellbeing of all staff and pupils
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- To provide training for staff with the effective use of outside expertise so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work

### Procedures:

The safety of pupils and staff is a priority for the board of management of Kilcredan National School. Measures are in place to ensure that no pupil or staff member is put at risk.

- A comprehensive school safety statement was devised in 2018. This is reviewed and when necessary updated. All hazards are identified and remedial measures are outlined.
- The board of management has public liability insurance with Allianz.
- The school offers all parents the option of signing up to a 24-hour cover policy through Allianz.

- The board of management provides first Aid training for staff once every two years.
- Each class teacher regularly instructs his/her class on issues relating to safety in the classroom/playground/whilst walking in the corridors/whilst lining up in the mornings/before and after break times.
- Children are asked to walk in an orderly fashion in the corridors
- Children line up at the end of break and are collected from the yard by their teacher
- Children stand in assigned lines on the front yard in the morning and are escorted to their classroom by their teacher or another adult.
- A supervision rota is provided for twenty minutes prior to the official starting time (9:00am to 9:20am). This involves supervising pupils. Pupils line up in assigned spaces on the front yard on arrival at school. The class teacher or another adult collects the class from the yard at 9:20 and escorts them to their classroom.
- Parents/or child minders who drop a child/children to school are required to drop the child/children at the set down area outside the main entrance to the school. If this is not possible the adult who is dropping the children , should park the car in the car park and accompany the child either to the entrance to the front yard ( 9:00 to 9:20am) or to the main door( at all other times of the day)
- The school operates split breaks. At the junior, break the pupils play in designated areas, i.e. junior and senior infants play in the courtyard, first and second class play at the front of the school.  
At the senior break 3<sup>rd</sup> and 4<sup>th</sup> class and 5<sup>th</sup> and 6<sup>th</sup> class, generally alternate between the front yard and the back of the school on alternate weeks. On occasions when the grass is dry 3<sup>rd</sup> to 6<sup>th</sup> class are allowed to play as one group at the back of the school.
- At least one teacher is assigned to each yard. If an SNA is assigned to a group of children, he/she may alternate between a number of yards, depending on the needs of the children on his/her caseload.
- At least two adults will always accompany classes and teams, who leave the school on trips. Factors such as the age of the children, the number of children, the activity involved will be considered and additional adults may be required to assist with supervision.
- For school tours and sporting events, the staff member/members will bring a first aid kit. The teacher will also bring any medications normally stored in the school, including emergency medication required by children with chronic illnesses, i.e. asthma, diabetes, anaphylaxis, epilepsy who are travelling on that particular outing. On returning from the trip the staff, member/s ensures that the emergency medication is returned to the secure storage area in the child's mainstream classroom.
- The staff members who travel on an outing or to a sporting event bring with them the list of contact numbers for the parents/guardians of all children in their care.

#### **First Aid Kits**

- Two first Aid kits are stored in the PE storeroom. These are taken every time a group of children leave the school to participate in an activity, i.e. swimming, matches, school tours, sacramental preparation etc. Disposable icepacks are included in these first Aid kits.
- Four first Aid kits are available for use throughout the school day. There is one first Aid kit for each yard grouping i.e. Junior/Senior infants, 1<sup>st</sup> and 2<sup>nd</sup> Class, 3<sup>rd</sup> and 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.

These are stored inside the exit door to the relevant yard. The teacher on yard duty brings the first Aid kit to the yard at break time. If a child requires first Aid during the break, the teacher on yard duty administers the first Aid. In the event of a serious incident, the teacher may ask two children to go to the staff room and ask two additional members of staff to come out to the yard to assist him/her in administering the first aid or dealing with the medical issue whilst also ensuring the supervision is in place for all the other children.

- Reusable icepacks are stored in the tall fridge in the staffroom. Covers for these are stored in the third drawer to the right of the staffroom sink. These covers are washed regularly and are replaced regularly.

### **More serious accidents/injuries**

If considered safe to do so the injured party is accompanied to the school building by two members of staff.

If it is not considered safe to move the injured party, a staff member will remain with him/her and a mobile phone will be made available to ring the emergency services and parents/guardians.

If there is a suspicion of a serious head injury, broken bones, dental damage or an eye injury the parents/ guardians are contacted by phone and if no response is forthcoming, an email is sent.

If the considered opinion of the staff is that immediate professional help is required, an ambulance is called by dialling 999. Parents are kept aware of developing situations where possible. The school endeavours to keep an up to date list of parents/guardians contact details. It is the responsibility of all parents/guardians to inform the school of any changes to their contact details.

### **Categories of injuries/School Procedures**

#### **Minor Cuts**

##### **Method**

- The teacher on yard duty will clean the cut using water wipes.
- He/she will endeavour to locate small bodies, which may be embedded in the wound.
- A plaster, or a melanin dressing is used, (shiny side towards the cut), using surgical tape, to cover the wound if required.
- The use of plastic gloves is advised at all times to reduce the risk of the spread of infection.
- The teacher on yard duty informs the class teacher
- The class teacher either notes it in the child's homework journal, or emails the parents directly
- The adult who responded to the incident records it in the incident book. This book is stored in the relevant first Aid Kit for that class group. In the event of trips outside the school (matches, swimming, tours etc.), the incident book will be in the first aid kit that is used for activities outside of school.

#### **Sprains and Bruises**

##### **Method**

- In the event of a sprain /bruise, the process of rest, ice, compress and elevate is implemented.

- Parents/guardians are contacted by telephone.
- A staff member will monitor the child until a parent/guardian or someone designated by the parent arrives to collect the child.
- If the parents cannot be contacted and there is a concern that a bone is broken, a decision may be taken to contact the emergency services.
- The adult who was with the injured party makes the class teacher aware of the incident
- The adult who responded to the incident records it in the incident book. This book is stored in the relevant first Aid Kit for that class group. In the event of trips outside the school, (matches, swimming, tours etc.), the incident book will be in the first aid kit that is used for activities outside of school.

### **Severe bleeding**

#### **Method**

- Act instantly, sit or lie the injured party down
- Press down on the wound using gloves.
- Lift (if possible) the injured part above the level of the heart
- Put a clean dressing over the wound and secure it firmly with a bandage
- If blood shows through the dressing then place another one over the first and bandage firmly
- Treat for shock
- Contact parents/guardians
- If unable to contact the parents or the bleeding is not stopping a decision may be made to contact the emergency services
- An adult remains with the injured party, until the parents or emergency services arrive
- The adult who was looking after the injured party relates incident to the class teacher.
- The adult who responded to the incident records it in the incident book. This book is stored in the relevant first Aid Kit for that class group. In the event of trips outside the school (matches, swimming, tours etc.), the incident book will be in the first aid kit that is used for activities outside of school.

### **Burns and Scalds**

#### **Method**

- Immediately remove the casualty from the danger area
- Cool burnt area with cold running water
- Remove rings and other tight fitting accessories
- Do not remove objects stuck to the skin

- Contact the parents /guardians
- If it is deemed necessary the emergency services may be contacted
- An adult remains with the casualty until the parents/guardians and or emergency services arrive
- Incident is related to the class teacher by the adult who was with the injured party
- The adult who responded to the incident records it in the incident book. This book is stored in the relevant first Aid Kit for that class group. In the event of trips outside the school (matches, swimming, tours etc.), the incident book will be in the first aid kit that is used for activities outside of school.

## **Unconsciousness**

### **Method**

- Contact the emergency services
- Place the child in the recovery position
- Ring the parents/guardians
- If child is not breathing artificial respiration is applied provided that someone trained to do so is available
- Other children are kept away
- The incident is related to the class teacher by the adult who was with the injured party
- The adult who responded to the incident records it in the incident book. This book is stored in the relevant first Aid Kit for that class group. In the event of trips outside the school (matches, swimming, tours etc.), the incident book will be in the first aid kit that is used for activities outside of school.

## **Stings and Bites**

### **Method**

- If the sting is evident staff may try to remove it with a tweezers
- Parents are contacted
- In the case of a child whose parents have informed the school that he/she has an allergy to stings the recommended dosage of antihistamine is administered immediately
- The incident is related to the class teacher by the adult who was with the injured party
- The adult who responded to the incident records it in the incident book. This book is stored in the relevant first Aid Kit for that class group. In the event of trips outside the school (matches, swimming, tours etc.), the incident book will be in the first aid kit that is used for activities outside of school.

## **Recording**

Each first Aid kit will contain an incident report book. The adult who deals with an incident should record the incident in the relevant incident report book as soon as possible after dealing with the incident. Incident report book pages will be copied each month and stored for recording purposes.

**The information should include the following information:**

- Date and time of incident:
- Where the incident occurred:
- Name of the adult or adults who attended to the injured party or witnessed the incident:
- Nature of the injuries
- A brief description of the circumstances of the accident
- Procedures followed by the staff

In the event of a bump to the head, and where the school has been unable to contact the parents by phone, a note will be written in the child's homework journal or the class teacher will send an email to the parents/guardians

In cases of minor incidents where a plaster was applied but it was necessary to contact the parents, best practice for the teacher who applied the plaster is to make the class teacher aware that this has happened. The class teacher will then either note it in the child's journal or email the parents and ask that they check the dressing that night.

Very serious injuries will be reported to the school's insurers

The parents should supply relevant medical information on all pupils at the time of enrolment. This would include details of allergies or any other medical condition their child may have. Parents should inform the school if any new allergies or medical conditions are diagnosed whilst the child is attending the school.

## **Evaluation**

**The success of this policy is measured by the following criteria:**

- Whilst it is impossible to totally eliminate accidents, the number of accidents will be kept to a minimum
- When accidents occur, they are dealt with calmly and staff have the knowledge required to deal with each type of accident.

## **Review of policy**

- The staff engaged in supervision are constantly observing behaviour and strive to eliminate any behaviours, activities or hazards which could potentially lead to accident or injury
- The topic of first aid and accidents will be reviewed at staff meetings and/ or ISM meetings at least once per term. Any issues that arise will be addressed.
- Feedback from parents will be considered when reviewing the policy
- The board of management will review the policy every two years and more frequently if necessary.

The original policy was ratified by the board of management at a meeting on Monday April 9<sup>th</sup> 2018. The Deputy Principal reviewed the policy in August 2024. The staff discussed the updated policy at a staff meeting on August 28<sup>th</sup> 2024. Further amendments were made based on feedback from staff. The updated policy will be ratified by the board of management at the first meeting of the 2024/25 school year.

Signed: Margaret O'Flynn  
Chairperson BOM

Signed Bella Lee  
School Principal

Date: 3/10/2024