

SCOIL NÁISIUNTA AILBHE



Feb '24

CAHERELLY NATIONAL SCHOOL

**FIRST AID ,
ACCIDENT AND
INJURY POLICY**



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

First Aid, Accident and Injury Policy

Caherelly N.S. is a co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Cashel and Emly, Kieran O'Reilly. Scoil Ailbhe, Caherelly NS operates within the regulations laid down by the Department of Education and Skills (DES) and follows the Primary School Curriculum (DES, 1999) which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The Principal and the Board of Management fully subscribe to the principles of partnership, accountability, inclusion, respect for diversity, parental choice and equality, in developing and implementing all school policies.

1. Introduction

This policy on First Aid, Accident and Injury has been developed to support Scoil Ailbhe, Caherelly NS staff on procedures to follow when an incident happens during the school day, on-site or off-site e.g. School Tours or outside events. This policy was prepared in accordance with the school's key Child Protection Policy: Scoil Ailbhe, Caherelly NS *Child Safeguarding Statement and Risk Assessment* and our schools *Administration of Medicine Policy*.

2. Rationale

This policy re-enforces the elements of the school mission statement which advocate providing a safe environment for each child. This purpose of this policy is to specify the appropriate actions for Scoil Ailbhe, Caherelly NS staff in responding efficiently and effectively to on-site & off-site accidents:

- To provide for the **immediate needs** and requirements of children who have sustained either a **serious** or a **minor injury**.
- To ensure that **adequate resources** and arrangements are in place to deal with injuries/accidents as they arise.
- To ensure **lines of communication** with parents are in place if required
- To activate a known **plan of action** with which all staff are familiar.
- To provide a common safe approach for the **administering of First Aid**.

3. School Ethos

This policy is in keeping with the school ethos through the provision of a safe, secure and caring learning environment for each child. It also ensures a duty of care at all times when the school is in operation.

4. Policy Objectives

The objectives of the policy are:

- To ensure the **physical safety** and **well-being** of all staff and children.
- To develop a framework of procedures whereby all injuries (not solely injuries, there can be unexpected medical events also such as sudden onset of an illness i.e. vomiting, fainting, seizures, nosebleeds etc) are dealt with in a **competent**

and safe manner.

- To provide appropriate **training** (off-site, visiting experts and in-house) and support for staff which reflects the needs of children currently enrolled so that children have access to **proper interventions**.
- To comply with all legislation relating to **safety** and **welfare at work**.

¹ Throughout this policy and all school policies, the word parent refers to children's legal guardians.

Context of This Policy

Safety of pupils and staff is a priority for the Board of Management and robust measures have been put in place to ensure no child or staff member is put at risk:

- A comprehensive School Safety Statement has been prepared by the school community whereby all hazards are identified and remedial measures are undertaken if required.
- The school is insured under Allianz and a 24 hour policy underwritten by Allianz is available to all children. Parents may opt to avail of this policy at the beginning of each school year.
- First Aid Training is provided for staff at regular intervals and is funded by the Board of Management.
- Each staff member is aware of their duty of care towards all pupils. Classroom management is directed towards the safety of each child while in the school building and in the playground. Teachers frequently inform children explicitly of the rules relating to safety during all school activities. Clear instructions are given regarding the use of potentially hazardous equipment in art, science or P.E. Safety issues are addressed also through the S.P.H.E. programme.
- Pupils are expected to behave at all times with consideration for both their own safety and the safety of others. Failure to do so is dealt with under the school's Code of Behaviour.
- The Board of Management accepts that despite the best efforts of school staff at prevention, accidents can and will happen. On these occasions teachers are expected to exercise the standard of care of a reasonable and prudent parent.
- 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 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.

5. Roles and Responsibilities

The overall responsibility for the day-to-day management of school supervision rests with the Principal. The class teacher is responsible for classroom supervision and teachers on outdoor supervision duty are directly responsible for the supervision of children at break & lunch time. The Deputy principal is the Health and Safety Officer. The maintenance and replenishment of First Aid Boxes is part of the Assistant Principal (AP2) post of responsibility within the middle management structure in the school.

6. First Aid

Two fully equipped First Aid boxes are available; one at the junior end of the school

and one in the senior end of school and are clearly labeled. Surplus First Aid resources are stored in the office. The First Aid Travel kit is taken on all excursions outside of the school grounds.

Any injuries/illnesses in the playground during break times should be dealt with by the teacher on duty. A pupil will be sent to the staff room for assistance if needed. Any First Aid provided by the school is intended to be purely of a temporary nature.

Assessment should take place and a decision made on whether it warrants immediate medical attention or can be tended to by staff on-site. Parents should be notified immediately in the case of a more serious illness or injury. Emergency services should be contacted at 112 or 999 for events which are deemed to be of a more serious nature.

Injuries should be fully examined by parents when children arrive home. An accident report form should be filled out by the staff member involved and given to the pupil by the class teacher. Copies of the accident report forms are held in the office.(Appendix below)

*In the case of a head injury, parents should always be notified in-person, either by phone call or face to face.

Contents of the First Aid kit

Each First Aid Kit contains the following items:

- Advice leaflet
- Adhesive plasters- assorted sizes
- Burn relief dressing
- Crepe bandage
- Disposable gloves
- Eye pad dressing
- Mouth to mouth resuscitation device
- Safety pins
- Scissors
- Sterile cleaning wipes
- Sterile dressing- medium/large/extra large
- Triangular bandages

Contents of the First Aid kit are checked termly by the Assistant Principal (AP2) to ensure outdated medicines are replaced.

Continuing Professional Development (CPD)

As noted in section 4, Continuous Professional Development (CPD) in First Aid is a priority for all staff at Scoil Ailbhe, Caherelly NS. This is reflected in funding allocated to the professional development of staff members. The provision of First Aid training is in line with the following policies:

- Scoil Ailbhe, Caherelly NS Child Safeguarding Statement and Risk Assessment
- Scoil Ailbhe, Caherelly NS Administration of Medicine Policy

The Assistant Principal (AP2) will manage the First Aid CPD Schedule for Scoil Ailbhe, Caherelly NS to ensure all staff are supported to effectively respond to accidents during school time.

This CPD Schedule will include: specialist training on-site workshops facilitated by external providers. The content of the training will include basic First Aid training and specialist training dependent on the medical needs of children attending the school, e.g. Epipen training, asthma, anaphylaxis, etc. where necessary.

7. Procedures for Illness at School

If a child is taken ill while in the classroom, the teacher will assess the child's condition and if they feel that the child needs to go home they will arrange for parents to be contacted.

If a teacher is unsure whether parents should be contacted, they should observe the following:

- The complexion of the child e.g. do they appear pale, high colour, rash
- The temperament of the child, do they appear withdrawn, excessively tired, visibly distressed
- Does the child have a long term illness or diagnosed medical condition (e.g. epilepsy, diabetes, anaphylaxis) which the school has been informed of? If so please check the agreed procedures laid down in parent-school Administration of Medicine Policy *Appendix 2*. (Staff will be informed of all pupils in this category at staff meetings and forms updated each academic year)

If a parent cannot be contacted, a voice mail message will be left. If a child appears to be seriously ill and parents or emergency contacts cannot be contacted, an ambulance will be called.

Common Illnesses and Infections

- Parents of a child with diarrhea or vomiting at school, will be contacted by the school to request that their child is collected and taken home.
- Any child who has suffered from diarrhea or vomiting should 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, a member of staff will inform their parents. All children in that class will be given a standard letter (see Appendix 1) regarding head lice and treatment to take home, asking their parents to inspect their heads and to treat accordingly.
- The parents of any child suspected of having a highly infectious condition, e.g. chickenpox, slapped cheek disease etc., will be contacted. Parents will be asked to collect the child and advised to seek guidance about diagnosis and treatment from their GP.
- In the event that a case of a highly infectious condition is confirmed at school, a standard letter will be sent home to all families outlining the illness and the related symptoms.
- Parents can seek advice from the HSE about other common illnesses and infections.

8. Procedures for Accident and Injury

*There are at least two teachers and one SNA on outdoor supervision duty at any one time. For trips outside of school such as school tours, matches etc the recommended number of school staff will always be in attendance. First aid kits will be brought to such events by attending staff. These kits are checked regularly and before each event. (AP2)

Procedure for Minor Accident/Injury

The injured party is initially looked after by the teacher on outdoor supervision duty. If deemed necessary, the teacher will attend to the injury using the First Aid Box. **No medicines are administered** but cuts are cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified if teachers deem necessary. Teachers can

notify parents verbally or by sending home an Accident Note (See Appendix 2).

Procedure for Serious Accidents/Injuries

The injured party is taken inside the school under the supervision of a teacher. Parents are immediately informed, particularly if there is a suspicion of broken bones, head or eye injuries, or serious cut. The child is kept under observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

Procedure for Very Serious Injuries

In the event of a very serious injury, e.g. loss of consciousness, severe bleeding or broken bone, parents are immediately contacted. If staff suspect that immediate professional help may be required an ambulance is called. A staff member should seek a second opinion before calling an ambulance. The school will remain in contact with parents to ensure they are aware of their child's status and the actions underway.

9. Categories of Injury/School Procedures

Minor Cuts

Method:

- Clean around cuts using antiseptic wipe/cloth, cleaning from the center outwards.
- Use gloves at all times to reduce risk of spread of infection.
- Check for small bodies which may be embedded in the wound.
- Place a plaster, gauze or lint on the wound.
- Observe the child for the rest of the day.
- Inform parents or advise child to inform parents.

Sprains/Bruises

Method:

- Implement the rest, ice, compress and elevate process.
- Call parents if you are concerned the injury is serious.
- Observe the child for the rest of the day.

Head Injury

All head injuries are potentially serious. In sports, helmets must be worn for hurling, camogie and hockey as a preventative measure.

Method:

- Treat as appropriate for either bruising or bleeding.
- Observe the child carefully; look out for signs of concussion such as double vision, blurred vision, inability to focus, dizziness, inability to respond appropriately to simple questions, nausea, pallor, clamminess.
- Contact parents so that they may continue to watch out for signs of concussion.
- Contact an ambulance if the injury is serious.

Faints

Method:

- Support the casualty to lie down.
- Raise their legs above the level of the heart.
- Loosen any tight clothing.
- Ensure there is fresh air.
- Keep crowds away.
- Reassure casualty when they recover.
- Contact parents.

Severe Bleeding

Method:

- Act instantly.
- Support the casualty to lie 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.
- Place another dressing over the first if blood shows through the dressing.
- Treat for shock.
- **Get Help.**
- Get medical help immediately.
- Contact parents.

Burns/Scalds

Method:

- Immediately remove the child from the danger area.
- Cool burnt area with cold running water.
- Remove rings etc. and other tight fitting accessories.
- Do not remove objects stuck to skin.
- Use a special burn gauze/burneze in the event of a minor burn.

Unconsciousness

Method:

- Call for medical help.
- Place the child in the recovery position.
- Call parents.
- Check for broken bones, neck or back injury.
- Apply artificial respiration if the subject is not breathing.
- Keep other children away.

Stings/Bites

Method:

- Remove the sting, if possible. Do not attempt to remove if it is a suspected tick bite.

- Wash the affected area with soap and water.
- Apply an ice pack/cold flannel to reduce inflammation and swelling. The small local reaction (itching and/or swelling) will go away over time.
- Call parents if the case appears serious.
- Get medical help immediately if you see signs of a general allergic reaction (swelling of the mouth or lips, difficulty breathing). Phone 999 or 112.

10. Record Keeping

- All accidents/injuries are recorded in the Accident Report Books which each class teacher has. The copy of the record should be given to the office for filing.
- The date, name and room number of the injured child, nature of injury, action taken and the signature of the treating adult are entered. The class teacher is informed.
- Very serious injuries will be notified to the schools insurers (Incident Report Form-see Appendix 3).
- Relevant medical information on all children is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have.

11. Contact Numbers

Parents are asked to provide at least two emergency contact numbers at the start of each school year. It is the responsibility of the parents to ensure these numbers are updated as necessary. These numbers are available at all times on Aladdin. For off-site trips, a list of emergency contacts will be taken by staff for each child.

12. First Aid, Accident and Injury Policy: Monitoring and Reviewing

a. Success Criteria

The effectiveness of the school policy is measured by the following:

- Maintenance of a relatively accident-free school environment, including ongoing assessment and reduction of risks to safety.
- Clarity in understanding and enacting roles and responsibilities for children, parents and teachers in the event of an accident or injury.
- Timely feedback by children, parents and staff in relation to the school's response to accidents and injuries.
- Observation of behavior during outdoor supervision duty by all staff.
- Regular engagement and discussion on matters relating to health and safety at our school including monitoring the effectiveness of this policy and making improvements as needed.

b. Implementation and Timetable for Review


This updated policy applies with immediate effect at Scoil Ailbhe, Caherelly NS. This policy and related policies will be reviewed annually. The policy may be reviewed at any time to make improvements deemed necessary by the school, or to take account of any relevant change in legislation or school policy.

c. Ratification and Communication

Following feedback from members of the Scoil Ailbhe, Caherelly NS Board of Management, this Accident and Injury Policy was updated on the school's website. Hardcopies of the policy are available to parents on request.

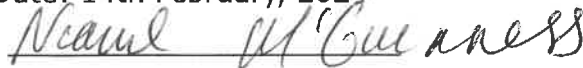
This policy was adopted by the Board of Management of Scoil Ailbhe, Caherelly NS at their meeting on 14th February, 2024

Signed: Date: 14th February, 2024



Brigid Teefy,
Chairperson

Signed: Date: 14th February, 2024



Niamh McGuinness,
Principal
Scoil Ailbhe, Caherelly NS

Appendix 1
Accident Form for Parents

Accident Form for Parents

Scoil Ailbhe, Caherelly NS

Dear Parents,

Your child, _____, had an accident in school today. **He/she was hurt:**

Front Back

Accident details:

•

•

•

Accident treatment at school:

•

•

•

Please contact the school if you have any questions or queries about today's accident.

Teacher's Signature Date

Appendix 2 Accident/Incident Form for School Insurance

Accident & Incident Report Form

Scoil Ailbhe, Caherelly NS

Complete the shaded section below using capital letters.

Child's Name:

Teacher's Name:

Staff member reporting:

Accident Date:

Accident Time:

1. Where did the accident occur?

2. How did the accident occur?

3. What was the child's complaint/injury?

4. What action was taken/treatment given and by whom?

5. What action was taken to prevent recurrence (if applicable)?

6. Who witnessed the accident (if applicable)?

7. Were any after effects noticed/reported later on the day of accident? (If yes, give details and note any further action taken):			
Teacher's Signature:		Date:	
Principal's Signature:		Date:	