

Scoil Chlochair Mhuire

Roll No: 17103E

First Aid Policy and Procedure

Purpose

This policy sets out how we in Scoil Chlochair Mhuire 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 office and by the Class Teacher.
- Information on pupil's medical conditions/allergies are available on-line through Aladdin under the student's profile to bring user attention to a condition a profile is marked with a red diamond.
- It is the Parent's responsibility to notify the School of any changes in existing medical conditions.
- 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 data collection sheet) to be contacted.

Administration of Medicines

- School staff will not administer medicines unless an administration of medication form has been completed by parent.
- 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 advised the school and class teacher and provided any medication (such as an Epipen) to ensure the appropriate care is given under the correct circumstances.
- Parents of children that have provided medication as outlined above 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.
- All teachers carry a first aid pack with them on the yard
- Disposable surgical gloves must be worn at all times when dealing with blood wounds.
- A minor cut will be cleaned with a gauze and clean water.
- 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.
- After School Clubs will follow the same First Aid procedures.

First Aid Station

Location

- All teachers carry a first aid pack on the yard.
- Supplies will be replenished as needs be

Contents of First Aid Box

- Gauze
- Disposable Gloves
- Water
- Note Book
- Pen

Informing Parents and Logging Injuries

- Any instance that requires first aid will be logged in the teacher's first aid book.
- 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 on a "significant injury." 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.
- All injuries, however insignificant, must be recorded in teacher's yard duty book
- Major injuries will be recorded in the Yard Incident Book located in the staff room.

- When informing parents by phone, Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the Secretary has not been able to speak directly to Emergency Contact 1, then Emergency Contact 2 should be contacted and a voice message left if necessary. In the case of a 'significant injury', 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 Deputy Principal or Assistant Principal if they become aware that a particular First Aid Kit requires re-supplying.
- The defibrillator is located on the corridor outside Room 10
- Staff receive regular training in first aid & defibrillator and positive handling

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 headlice, their parents will be informed by the school office. All of the other children in that class will be given a standard letter regarding headlice and treatment 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.

Dealing with a suspected case of Covid-19 in Scoil Chlochair Mhuire

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Scoil Chlochair Mhuire will deal with a suspected case that may arise during the course of work.

The designated isolation areas are the porch adjoining the staff room. In the event of more than one person displaying signs of Covid-19 our contingency plan for isolation is to utilize our poly tunnel in the front garden as an isolation area.

If a staff member/pupil displays symptoms of Covid-19 while at work in Scoil Chlochair Mhuire the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately through the school office.
- The class teacher will isolate the pupil within the classroom and make contact with the designated learning support teacher/SNA.
- The learning support teacher/SNA will accompany the individual outside via the nearest fire exit to the designated isolation area in the front of the school, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the pupil presenting with symptoms. The teacher/SNA will also have a mask.
- The learning support teacher/SNA will facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home.
- The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms 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, 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. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform 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 confidentiality is essential at all times.

REVIEWING AND EVALUATING THE POLICY

The policy will be reviewed and evaluated after two years. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Signed: *John Fitzgerald*

Chairperson of Board of Management

Date: 22nd October 2020.