



Scoil Bhríde Buachaillí

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POLICY ON THE ADMINISTRATION OF FIRST AID

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1. Introductory Statement & Definition:

In this policy, “First Aid” means—

- a) in a case where a person requires treatment from a registered medical practitioner or a registered general nurse, treatment for the purpose of preserving life or minimising the consequences of injury or illness until the services of a practitioner or nurse are obtained,

or

- b) in a case of a minor injury which would otherwise receive no treatment or which does not need treatment by a registered medical practitioner or registered general nurse, treatment of that minor injury.

(Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Health & Safety Authority)

The procedures and provisions outlined in this policy refer to the safety, the care and the administration of First Aid to pupils and members of staff respectively.

2. Characteristic Spirit & General Objectives of the School

Scoil Bhríde Buachaillí is a Catholic all-boys primary school situated in Blanchardstown Parish, Dublin 15 situated in Blanchardstown Parish, Dublin 15 with a Catholic ethos under the Patronage of The Archbishop of Dublin.

In the context of a Catholic primary school, ‘Catholic Ethos’ refers to the ethos and characteristic spirit of the Roman Catholic Church, which aims to promote:

- a) the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects
- b) a living relationship with God and with other people
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus and
- d) the formation of the students in the Catholic faith

and provide religious education for the students in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S. 15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Bhríde Buachaillí shall uphold, and be accountable to the Patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

This policy reinforces the characteristic spirit and general objectives of Scoil Bhríde Buachaillí which supports and advocates providing a happy, safe, learning environment for each member of the school community.

3. Rationale:

The formulation of this policy enables Scoil Bhríde Buachaillí to effectively:

- ensure the physical safety and well-being of all staff and pupils
- 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
- comply with all legislation relating to safety and welfare at work

4. Roles and Responsibilities:

The overall responsibility for the day-to-day management of school supervision and routines rests with the Principal.

Class Teachers are responsible for classroom supervision during contact time and teachers on yard duty are directly responsible for the supervision of pupils at break time.

Individual teachers are responsible for attending to the First Aid needs of children that arise from accidents and/or injuries that occur during contact (teaching) time.

The teacher assigned to First Aid Duty is responsible for administering First Aid to children that encounter accidents and/or injuries that occur at break times.

The teacher assigned to First Aid Duty will liaise with the teacher who initially referred the child for First Aid and the child's Class Teacher, as appropriate.

The school secretary will liaise with the teacher on First Aid duty and/or check the First Aid Records Book to ascertain the need for parents/guardians to be contacted, and will do so if required.

5. Overview of Procedures:

The safety of pupils and staff is a priority for the Board of Management of Scoil Bhríde Buachaillí.

Robust measures are in place to ensure the wellbeing of everyone:

- The school is insured under Allianz Insurances and a 24-hour personal accident policy is offered to all children enrolled in our school.
- The Board of Management will facilitate First Aid training for staff members as deemed necessary on an ongoing basis.
- The Board of Management will facilitate Automated External Defibrillator (AED) training for staff members as deemed necessary on an ongoing basis.
- Each Class Teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices by pupils are subject to sanctions according to the school's Code of Behaviour (available to view at www.scoilbhrideb.com).
- Clear procedures are in place in the event of accidents.
- There are at least two teachers on each yard at any one time.
- Teachers on yard duty are automatically assisted by others in the case of a serious injury.
- Children who encounter injuries in the yard (at break times) are referred to the First Aid Room (Room Number 0.08) where they will be tended to by a teacher assigned to First Aid duties.
- The teacher assigned to First Aid duties will record the name, the nature of the injury/injuries, the treatment administered, the name of the referring teacher and the name of the child's class teacher.
- This teacher will assume responsibility for communicating the nature/degree of the injury/injuries to the child's Class Teacher.
- It will be the responsibility of the school secretary to communicate the nature/degree of the injury/injuries to the child's parent(s)/guardian(s).
- If a child is sent home with an injury the Principal or Deputy Principal should always be informed.
- If a child is sent home with an injury during break time, the child's Class Teacher must also be informed by the secretary and/or the Principal.

Children leaving the school premises before the end of the school day must be signed out by a parent/guardian.

- The school's Administration of Medication Policy compliments the practices and procedures outlined in this policy.

6. Minor Accidents & Minor Injuries:

The injured party is initially examined and assessed by an adult on yard duty. If deemed necessary, the child is sent to the First Aid room for further care.

Ordinarily, it will be the role of a teacher on yard duty to refer a child to the First Aid Room for treatment. However, in the case of an emergency and whereby the teacher is otherwise employed in supervision duties, a child may be referred to the First Aid Room by a Special Needs Assistant.

No medicines are administered in the First Aid Room but cuts are cleaned with water and/or non-alcoholic disposable wipes and the adult in charge applies bandages/plasters, as appropriate.

Plastic gloves are worn by the adult treating the injury at all times. Some children will require a cool pack to be applied as a calming measure. These cool packs are stored in the freezer in the First Aid Room / Secretary's Office (currently the latter but always the former when usual practice is in place).

Children attending the First Aid Room during break times will be given a note, for the attention of their parent(s)/guardian(s), with information about the nature of the injury/injuries and the subsequent care that was administered. Additionally, if a plaster is dispensed, the note should state the time said plaster was applied.

The Class Teacher and Parent(s)/Guardian(s) are informed as outlined above.

7. More Serious Accidents/Injuries or Very Serious Injuries:

The Principal or Deputy will be sent for and if it is safe to do so, the child will be removed from the scene of the accident to the First Aid Room.

Parent(s)/guardian(s) are immediately informed and summoned to the school, particularly in circumstances where there is:

- ✓ a deep cut
- ✓ a damaged tooth
- ✓ a suspicion of broken bones
- ✓ a head injury
- ✓ substantial bleeding.

The child is kept under intense observation until parent(s)/guardian(s) arrive, with the emphasis on making the child as comfortable as possible.

In the event of a serious accident resulting in a serious injury to a pupil or a member of staff, an ambulance will be called to the school and parents/guardians will be informed of same. The permission of parents/guardians will not be required in these circumstances.

See Appendix A for Injury Types.

In the event of a serious injury requiring hospitalisation, the child's Class Teacher will accompany the child in the ambulance to the hospital if his parent(s)/guardian(s) wish to go directly to the hospital. In this instance, the SET assigned to the injured child's class will assume the responsibility of covering the class in the absence of the Class Teacher.

In the event of a serious injury requiring hospitalisation, where the child's parent(s)/guardian(s) cannot be contacted and there is a subsequent delay with the ambulance arriving, a teacher/principal and another adult may decide to drive the child to A&E. If the matter is such that the child cannot be moved, staff should await the arrival of medical professionals.

8. Reporting and Record Keeping:

Incidents that occur in the yard that require the administration of First Aid are recorded in the First Aid Record Book by the teacher on First Aid Duty. IF an incident happens that does not result in the child being referred to the First Aid Room, no written record shall be entered in this circumstance.

Children are always encouraged to report any accidents to their parent(s)/guardian(s) at home.

Children attending the First Aid Room requiring treatment for minor injuries will be given a note explaining such for the attention of their parent(s)/guardian(s).

In the case of more serious injuries or very serious injuries, a phone call will be made to a parent/guardian by the secretary outlining the nature of the injuries, the seriousness of the child's condition and the First Aid that has already been administered.

In the case of more serious injuries or very serious injuries, or if the child is very upset, a parent/guardian may be advised to collect their child from school.

In all instances where a child encounters a head injury, and in cases where the injury is deemed to be of a very serious nature to the point that contact with parents/guardians is deemed necessary, the person to whom the injury was reported will assume responsibility for ensuring the child's parent(s)/guardian(s) are informed as soon as possible. If this person is a person other than the child's Class Teacher, the Class Teacher will also be informed by the person to whom the injury was reported. Where the secretary is available to make any or all such phone calls, she should do so.

Where a child is sent home after having encountered an injury, the accidents/injuries are recorded in the Aladdin system under the child's name. The report should list the date and time of accident, nature of injuries, a brief description of the circumstances of the accident and the procedures followed by staff.

Where an accident occurs during class time, Class Teachers should file a report on Aladdin (as above), inform the Principal and follow the procedures as stated above.

9. Parental Consent:

On School Admission Application Forms and School Enrolment Application Forms parents are explicitly asked to give their prior permission for their son to be taken to hospital or the doctor in the event of an emergency such as a serious accident, a serious injury or the occurrence of a serious illness.

A copy of the school's policy on the administration of First Aid will be available for download from the school website.

A hard copy of this policy is available to parents/guardians where requested.

10. First Aid Boxes:

All mainstream classrooms and SET rooms have their own basic First Aid Box.

First Aid Boxes are labelled with the number of each respective room and should remain within the room to which they have been assigned.

Each First Aid Box contains the following:

- ✓ Plasters
- ✓ Wipes
- ✓ Gloves
- ✓ Strapping
- ✓ Bandages

Additionally, two “Mobile First Aid Kits” are available and may be taken on any kind of school outing (school tours, football matches, nature walks etc.). Those mobile kits are stored in Mr. Mullen’s Room and should be returned to Mr. Mullen after each use/outing.

Mobile First Aid Kits contain the following:

- ✓ Plasters
- ✓ Wipes
- ✓ Gloves
- ✓ Strapping
- ✓ Bandages (various sizes)
- ✓ Tape
- ✓ Scissors
- ✓ Eye Wash
- ✓ Disposable Ice Packs
- ✓ Burn Dressings
- ✓ Face Shield
- ✓ Foil Blanket
- ✓ Freeze Spray
- ✓ Spray Dressing
- ✓ Eye Pads
- ✓ Triangular Bandage

Additional First Aid supplies are stored in Mr. Mullen’s Room and those will be distributed to teachers as the need arises. Teachers should make contact directly with Mr. Mullen if/when First Aid Boxes/Kits need replenishing.

11. Ice Packs:

Reusable ice-packs are stored in the freezer in the Secretary’s Office.

Disposable ice-packs can be found in the Mobile First Aid Kits.

A paper towel/piece of material should be placed between the ice-pack and the skin to which the ice-pack is being applied.

Reusable ice-packs must be sanitised after use and returned to the freezer immediately.

12. Defibrillator

An Automated External Defibrillator (AED) is stored in the green cabinet (located at eye level) between the exit to the Junior Yard and the entrance to the PE Hall.

This device provides visual and voice prompts to guide the rescuer through the entire resuscitation process, including CPR – a key link in the chain of survival.

After analysing the heart rhythm, the AED will automatically deliver a shock (if needed) eliminating the need for the rescuer to push a shock button.

A high-visibility jacket is also stored within the defibrillator cabinet. In the event of a cardiac emergency, a member of staff should don the high-visibility jacket and make their way to the main entrance of the school. The emergency services should be asked to notify the driver of the ambulance to look out for the staff member wearing this high-visibility apparel.

13. Allergies/Medical Conditions: See Administration of Medicines

It is the responsibility of parents/guardians to inform the school of any/all medical conditions or allergies their child may have at any point during their time in the school.

Relevant medical information on all pupils is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have.

Information on and photos of children with serious and/or life threatening conditions will be displayed in the Staff Room and brought to the attention of all teachers.

The onus is on parents/guardians to keep the school informed of any changes or needs regarding their child's allergies/medical condition/s as they arise.

14. Emergency Contact Details

- ✓ The school's Eircode is **D15 H329**.
This Eircode is displayed on a yellow sign beside all landlines within the school and beside the Defibrillator storage box.
- ✓ 112 or 999 should be called in the event of emergencies
- ✓ The nearest hospital emergency department for children is:

**Connolly Hospital
Blanchardstown
D15 X40D
Phone 01 640 7500**

- Geographically, the nearest GP to Scoil Bhríde Buachaillí is:

**Blanchardstown Medical Centre, 2 Main Street,
Blanchardstown,
Dublin 15
Phone 01 821 3303**

15. Covid-19 First Aid Arrangements:

- The First Aid Room will not be operational until normal outdoor break times resume.
- In the interim, casualties occurring during indoor break times will be tended to by the teacher/s on duty. PPE (mask and gloves) will be used by any teacher administering First Aid at this time.
- Children requiring First Aid during periods of outdoor recreation will be tended to by their Class Teacher and/or Special Education Teacher.
- Teachers administering First Aid at this time should use the First Aid Box located in the child's classroom, if First Aid supplies are necessary.

- In the case of cuts and grazes, where appropriate, children should be encouraged to clean their own wounds and apply their own bandages. This course of action should be informed by teacher discretion and only pursued where practicable.

16. Evaluation:

The success of this policy will be determined by the following criteria:

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings
- Staff members feeling equipped and informed to deal with emergency situations if/when they arise

17. Related Policies:

The following policies support and accompany the provisions and arrangements for the administration of First Aid within Scoil Bhríde Buachaillí:

- ✓ Administration of Medicines Policy
- ✓ Admission and Participation Policy

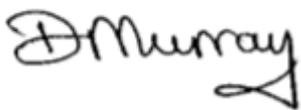
The abovementioned policies are available to view on the school's website (www.scoilbhrídeb.com).

18. Ratification and Review:

This policy was ratified by the Board of Management on the date below and communicated to parents/guardians thereafter.

It is applicable from the date below and subject to regular review by the Board of Management, in consultation with parents and the teaching staff.

Revised copies/updates of the policy will be available on the school's website and issued in hard copy, on request, to parents/guardians.



Signed:

Declan Murray
(Chairperson, Board of Management)

Date: 9th February 2021



Signed:

Séamus Sullivan
(Principal & Secretary, Board of Management)

Date: 9th February 2021

APPENDIX A

INJURY TYPES

Minor Injuries

Minor Cuts and Scratches

Method:

- ✓ Gloves are used at all times to reduce risk of spread of infection
- ✓ Clean around cuts, cleaning from the centre outwards
- ✓ A check is carried out to locate small bodies which may be embedded in the wound
- ✓ Plaster, gauze or lint may be placed on the wound
- ✓ Teacher observation is maintained
- ✓ Class teacher informs parents at home time or via note in Diary/Aladdin message

Bumps/Bruising

Method:

- ✓ The severity of the injury is assessed
- ✓ If only a minor injury an ice-pack may be applied
- ✓ Class teacher informs parents at home time

Nosebleed

Method:

- ✓ Place the child in a seated position with the child's head tilted slightly forward
- ✓ Pinch (or have the child pinch) the soft parts of the nose between the thumb and two fingers with steady pressure for 5-10 minutes
- ✓ Class teacher informs parents at home time
- ✓ Seek medical care if any of the following applies:
 - Bleeding cannot be controlled,
 - You suspect a posterior nosebleed,
 - Bleeding occurs after a blow to the nose and you suspect a broken nose.

Serious Injuries

In this category of injury, the Principal or Deputy Principal is always called.

Sprains

Method:

- ✓ In the event of a suspected sprain, the process of rest, ice, compress and elevate (RICE) is implemented
- ✓ Parent/s are contacted
- ✓ Observation is maintained by an adult

Head Injuries:

Any injury to the head is assessed very carefully and it is our policy to treat all head injuries as potentially serious. Parents/guardians should be informed in the event of any head injury, to afford them the opportunity to collect the child if so desired.

Head Injury A:

If it is a slight bump with

- (a) no discolouration
- (b) no swelling
- (c) no bleeding
- ✓ an ice pack is applied and
- ✓ the child is kept under observation in first aid until an adult deems it appropriate for the child to return to normal activities.
- ✓ Class teacher informs parents at home time

Head Injury B:

If it is a more serious injury where there is any of the above (a-c) present, the child is monitored closely AND the teacher will contact the parents to collect the child immediately.

If there is the slightest possibility that the child may have lost consciousness or be deemed to be suffering from concussion or shock, then an ambulance is called and the injured child will be put in the recovery position if necessary, kept warm and as comfortable as possible.

Eye Injury:

Foreign objects in the eye

- ✓ Lift the upper lid over the lower lid and have the child blink a few times
- ✓ Hold the eyelid open and gently rinse with running water/saline solution
- ✓ Examine the lower lid by pulling it down gently - if the object is seen, remove it with a moistened clean cloth
- ✓ Examine the underside of the upper lid by grasping the lashes of the upper lid, if the object is seen remove it with a moistened sterile gauze or clean cloth
- ✓ If unsuccessful, keep child comfortable and contact parents

Cuts to the eye area

- ✓ If the eyeball is cut do not apply pressure on it. If only the eyelid is cut, apply a sterile or clean dressing with gentle pressure

- ✓ Have the child keep the uninjured eye closed
- ✓ Call for medical help, call parents

Blows to the eye

- ✓ Apply an ice or cold pack for about 10 minutes to reduce pain and swelling. Do not apply it directly on the eyeball or apply any pressure on the eye
- ✓ Contact parents
- ✓ Parents should seek medical care, particularly if there is pain, double vision or reduced vision

Broken Nose:

- ✓ Call for parents to take the child to hospital
- ✓ If bleeding, provide care as for a nosebleed
- ✓ Apply an ice or cold pack to the nose for 10 minutes. Do not try to straighten a crooked nose.

Mouth Injuries:

Bitten lip or tongue:

- ✓ Apply direct pressure with a sterile/clean moistened cloth
- ✓ Apply an ice or cold pack
- ✓ If the bleeding does not stop seek contact parents to bring the child for medical attention

Broken/Dislodged Permanent Tooth:

A tooth can be successfully re-implanted (by a dentist) within 30 minutes

- ✓ Contact parents
- ✓ Have the child rinse his/her mouth and place a rolled gauze pad in the socket to control bleeding
- ✓ Find the tooth and handle it by the crown, not the root. Do not place the tooth in water. Have the child spit into a cup and place the tooth in the spit.
- ✓ Advise parents to get the child to the dentist promptly so the tooth can be reimplanted. If more serious injuries exist seek additional medical care.

Faints and Shocks:

- ✓ Lie the casualty down
- ✓ Raise the 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:

- ✓ Sit or lie the injured party down
- ✓ Put on gloves and press down on wound using a compress/folded cloth
- ✓ 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
- ✓ Contact parents
- ✓ If very serious contact transfer to A and E immediately
- ✓ An accident form is filled

Burns/Scalds:

- ✓ Immediately remove child from danger area
- ✓ Cool burnt area with cold running water for at least five minutes
- ✓ Remove rings etc. and other tight fitting accessories
- ✓ Do not remove objects stuck to skin
- ✓ Apply burn gel to the affected area
- ✓ Maintain observation of the child
- ✓ Contact parents and if serious, transfer to A and E immediately
- ✓ An accident form is filled

Unconsciousness:

- ✓ Ring for ambulance, Ring for parents
- ✓ If breathing, place child in recovery position
- ✓ Check for broken bones
- ✓ If the child is not breathing, CPR is applied, call for defibrillator kit
- ✓ Remove other children from area

Stings/Bites:

- ✓ Remove the stinger, if present, using a straight edged object
- ✓ Wash/clean the area thoroughly
- ✓ Place an ice pack wrapped in a cloth on the affected area
- ✓ Observe for signs of infection such as pain, redness or swelling
- ✓ Teacher observation of the child's general well-being is maintained
- ✓ Call the doctor if any of the following are observed: wheezing, swelling on the face, difficulty in breathing, tight feeling in the throat, body turning blue
- ✓ If case is serious, parent(s)/guardian(s) are contacted