

Robertstown National School



First Aid Policy 2020/21

REVIEW: This policy should be read in conjunction with our Covid-19 Response Plan. This First Aid Policy will be reviewed every 3 years or as necessary in the light of new advice and legislation regarding Covid-19.

Signed: *Maureen Berlock*

Principal

Signed: *William Byrne*

Chairperson of the Board of Management

Date: 30th September 2020

First Aid Policy and Procedure

Purpose

This policy sets out how we at Robertstown National School 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.
- It is the parent's responsibility to notify the School of any changes in existing medical conditions.
- At the beginning of each academic year teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- Any medical conditions or allergies will be added to the child's profile on Aladdin and it is the responsibility of the teacher to 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 to the school secretary and passed onto the relevant teachers as soon as they are known. This is especially important when children with medical conditions join the school within the academic year.
- At the first staff meeting in August, the staff's attention will be drawn towards any children with medical conditions and a reminder will be posted on Aladdin.

- A file containing all class lists in the school and medical conditions relating to particular children will be held by the Principal and made available to Substitute teachers.
 - 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.
 - If a parent cannot be contacted, a voice mail message will be left and a text will also be sent on Aladdin.
 - In the event of not being able to contact a parent, an ambulance will be called if deemed necessary.
 - Parents will indemnify the school on the standard form.
 - Allianz will be informed of completed medical indemnity forms.
- Administration of Medicines
- School staff will not administer medicines unless the child has an agreed health plan.
 - Any child with an existing medical condition that may require hands on medical attention will have a health care plan to ensure the appropriate care is given under the correct circumstances.
 - Parents of children with a health plan must ensure that all medicines to be administered are in the original container, clearly labelled with the child's name, dosage and frequency.

Overview of Procedures:

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff are put at risk;

- A comprehensive school Safety Statement has been written and is updated regularly whereby all hazards are identified and remedial measures are outlined
- The school is insured under Allianz Insurance and a 24 hour personal accident policy is optional for parents to avail of for all children in the enrollment of the school.

- The Board of Management will keep a list compiled of all staff members who are currently trained in First Aid. The Board of Management will facilitate further First Aid training of staff members as deemed necessary on an ongoing basis.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as throwing stones, engaging in “horseplay”, fighting etc. are subject to sanctions according to the behaviour policy.
- Procedures are in place in the event of accidents
- There is at least one teacher on yard duty at any one time
- The First Aid Procedure is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury.
- All injuries are recorded on the school’s Accident Report Sheets. Serious injuries are recorded on Aladdin. Injuries must also be reported to the school office so parents can be contacted.

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.
- Disposable surgical gloves must be worn at all times. **In line with COVID-19 guidelines, the adult administering First Aid will also wear a face covering and/or visor.**
- A minor cut will be cleaned by a cotton pad and water or an antiseptic wipe. Hypoallergenic plasters to be used where bleeding hasn’t stopped from applying pressure with cotton pad and to keep the wound clean from infection.
- In the case of head bumps ice-packs are not to be used. Parents must be phoned in the case of a nasty bump. The child will be closely monitored.
- 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 Boxes

Location Below are the First Aid Boxes held on the premises and their locations:

- Corridor (outside Ms Murphy's Classroom) - First Aid Box
- Louise's Office – School Trip First Aid Box
- Dressings (non adherent dressing, sterile gauze pads)
- Disposable Gloves
- Cotton Pads
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Antiseptic Wipes
- Thermometer
- Portable ice-packs (stored in Fridge Freezer in Staffroom) for on-site use and Instant Ice Packs for off-site use, sporting events etc.
- Scissors

Informing Parents and Logging Injuries

- Parents will be informed of injuries through note in Homework Journal or text/call via Aladdin.
- Where the child is very distressed or the injury is significant, parents will be informed by phone, usually by the School Secretary.

- It is the responsibility of the attending adult to decide what is 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 and log it on the Accident Sheet, this sheet is then passed to Louise who will log all the information on Aladdin. Accident sheets are in a folder in the staffroom.
- All injuries, however insignificant, must be recorded in our Yard Accident Book.
- 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. If no contact is made an ambulance is called.

Provision for First Aid

- First Aid kits and a class list with all parents’ contact details 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 Ms Murphy if they become aware that a particular First Aid Kit/Box requires re-supplying. Please DO NOT remove boxes of plasters etc from the First Aid Box.

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 from the HSE 'Infection in Schools' manual 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. Staff will refer to the 'Infection in Schools' manual kept in the Principal's Office.

Dealing with a suspected case of Covid-19

All suspected cases of Covid-19 are adhered to following the school's Covid Response Plan and Risk Assessment. A log of all suspected cases and procedures followed are kept in the office.

Intimate Care

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

- In instances of soiling, the parent or carer should be asked to come to the school and will therefore be able to attend to any of the intimate needs of the child. However, if the parent or carer is not able to attend, then the following guidance should be followed.
- Two Staff Members to supervise or carry out intimate care. NEVER DO THIS ALONE.
- Staff must ensure that another colleague is aware that a child's intimate care needs is being supported.

- In line with the School's Child Protection policy Staff should aim to remain potentially visible to colleagues, whilst providing privacy for the child, for example, keep the door slightly ajar.
- Talk to the child throughout, making clear what is happening. If necessary, a second adult can be summoned.
- The child should be involved as much as possible in his or her own intimate care.
- All classrooms have designated toilets. Other pupils may be directed 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. A supply of wet wipes and nappy sacks (for containing soiled clothing) will be kept in the Junior Classrooms.
- Care should be taken to dispose of any soiled wipes, bagged and disposed directly into the main outside bin.
- Soiled clothing should be placed in a nappy sack /plastic bag and tied firmly for returning to parents. Spare clothing stored in the downstairs lock-up will be made available for children to change into if necessary
- Every child must be treated with dignity and respect. Privacy should be ensured appropriate to the child's age and situation.
- Allow the child to be as independent as possible, in particular with removing underwear. Support the children in doing all that they can for themselves.
- Sanitary Pads and clean underwear will be available to the Senior Classes.
- If a member of staff has concerns about managing personal or intimate care then they should make these known to the Principal.

Spillages of a delicate nature

- Spillages of a delicate nature should be treated with an appropriate cleaning product.

- If necessary and practical, the area should be cordoned off or vacated until it can be cleaned.