

## First Aid Policy and Procedure

### Purpose

This policy sets out how staff at Benincasa School deliver First Aid and their 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 basic level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully explained to Parents/Guardians by phone or when the pupil arrives home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

### Awareness of Medical Needs

- Parents are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Relevant information is retained securely in the office and by the Class Teacher. It is the responsibility of the class teacher to check the medical needs of the pupils in their class.
- It is the Parent's responsibility to notify the School of any changes in existing medical conditions.
- At the end of each academic year Teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- A file containing all Class Lists in the school and medical conditions relating to particular children will be held by the Principal, stored securely in the Office and made available to substitute teachers and snas.
- If a child is taken ill whilst in the classroom, the Teacher will assess the condition of the child and if it is felt they feel that the child needs to go home, advice will be sought from the Principal, and arrangements made to contact for parents/guardians (or other contact as prioritised by the parent/guardian).

### Administration of Medicines

- The Principal/Deputy Principal may administer medication once an Administration of Medication form has been completed by parent/guardian. All medication will be stored in the office with the exception of an EpiPen/other injections which will be stored in the class during the day and returned to the office and the end of the school day.

- The parents of 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 EpiPen) to ensure the appropriate care is given under the correct circumstances. Th Board will be notified.
- Parents of children who 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 of administration.

### First Aid

- If a child suffers an injury, this 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.
- A minor cut will be cleaned with an antiseptic wipe.
- Plasters may be used where bleeding hasn't stopped. Pressure may be applied with antiseptic wipe and to keep the wound clean from infection.
- An ice-pack or cold object will be applied in the event of a bang but will not be applied to the head.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the child following an injury, 999/112 must be called.
- Children will only be taken to hospital by ambulance or directly by their Parents. Staff may not transport children to hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.

Contents of First Aid Box The First Aid Box will kept in the outer kitchen in the marked cupboard. The First Aid Book will be kept in the Principal's Office in the first press on the right-hand side.

- Dressings
- Disposable Gloves
- Antiseptic wipes
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Portable ice-packs.
- Scissors



### Informing Parents and Logging Injuries

- Parents will be informed of injuries by a phone call or a note home.
- 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 what is a "significant injury." They will make a common-sense judgement will be made as any responsible Parent would, taking into into account the specific needs of the child concerned. Advice may be sought from another member of staff or the First Aid Officer
- It is the responsibility of the person who dealt with the injury to gather from the witnesses the facts about how the injury, so that accurate details may be passed on to the Parent/Guardian.
- All injuries, however insignificant, must be reported to the First Aid Officer who, in conjunction with the staff who witnessed the incident, will record the incident in the Accident Report Book located in the Principal's Office.
- 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 a supervising adult whenever they take children off site.
- All of the medical supplies will be monitored and replenished as necessary by the First Aid Officer. All Staff are responsible for alerting the Principal if they become aware that a particular First Aid Kit requires re-supplying.

### 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 48 hours. It is the responsibility of the parent/guardian 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, parents/guardians will be informed by the Principal. 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.

### 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/guardian should be asked to come to the school and will therefore be able to attend to any of the intimate needs of the child. If the parent/guardian is not able to attend, then the following guidance should be followed.
- Normally a Special Needs Assistant should supervise or carry out intimate care.
- 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.
- Protective gloves must be worn. A supply of spare underwear and tracksuit bottoms will be kept in the assigned cupboard in the kitchen.
- Care should be taken to dispose of any soiled wipes, which should be bagged and disposed of directly into the main outside bin.
- Soiled clothing should be placed in a plastic bag and tied firmly for returning to Parents.
- 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.

## First Aid Officer

First Aid Officer: Patricia Cullen

Assistant First Aid Officer: Terry Williams

It is the role of the First Aid Officer to

- Give advice re assessment of injury where appropriate.
- Assist with the application of basic first aid if necessary.
- Record the incident in the Accident Report Book.
- Inform the Principal.

The above policy was ratified at a Board meeting On 08/02/2023

Signed



Maighread Ní Ghallchobhair (Chairperson)