



### First Aid Policy and Procedure

#### Purpose

This policy sets out how we in Scoil 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
- 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 in the Office 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.

#### 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 epi-pen) 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, however, if available.
- 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 visor.
- A minor cut will be cleaned with an antiseptic wipe.
- Plasters to be used where bleeding hasn't stopped from applying pressure with antiseptic wipe and to keep the wound clean from infection. Parent/Guardian will be notified about this, by the class teacher, and advised to change the plaster to prevent infection.
- An ice-pack or cold object will be applied in the event of a bang. Ice packs kept in freezer in the Staff Room.
- In the case of any head injury, a parent/ guardian will be notified IMMEDIATELY by the office.
- 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 Classes / Training Sessions will follow the same First Aid procedures.

### First Aid Station

The First Aid Station is located in the secretary's office or in the hall opposite the secretary's office.

### Contents of First Aid Box

- Assorted Adhesive Plasters
- Triangular Bandages
- Sterile Eye Pads
- Sterile Wound Dressings (medium & large)
- Antiseptic wipes
- Crepe Roller Bandages
- Adhesive Tape
- Elasticated Roller Bandage



- Cotton Wool
- Antiseptic Solution / Wipes
- Latex Gloves
- Tweezers
- Blunt Top Paramedic Scissors
- Safety Pins
- Note Pad & Pen
- Ice Packs in Freezer
- Pkt Tissues

### Informing Parents and Logging Injuries

- Parents will be informed of injuries through a note in the Homework Diary or through a phone call home if necessary.
- 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 as any responsible Parent would, and take into account the specific needs of the child concerned.
- **Parents will ALWAYS be informed immediately, by phone, in the event of a heads injury.**
- 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 our Incident 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 Staff member / 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 Principal or the Deputy 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 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, their Parents will be informed by the school office. All of the other children in that class will be given a standard letter regarding head lice and treatment to take home, asking their Parents to inspect their heads and to treat any infestation accordingly.
- If a Parent becomes aware of their child having head lice, they should notify the school and every class will be given a standard letter regarding head lice 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

### Control Measures To prevent Introduction and Spread of COVID-19 in Schools as per COVID-19 Response Plan:

#### How to Minimise the Risk of Introduction of COVID-19 into Schools:

- promote awareness of COVID-19 symptoms
- advise pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation
- advise pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement
- advise pupils that develop symptoms at school to bring this to the attention of the Principal promptly
- ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school
- everyone entering the school building needs to perform hand hygiene with a hand sanitiser
- visitors to the school during the day should be by prior arrangement only
- physical distancing (of 2 metres) should be maintained between where possible



### **Control Measures - To prevent Introduction and Spread of COVID-19 in Schools**

#### **1. Know the Symptoms of COVID-19**

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

#### **Symptoms of coronavirus include:**

- a fever (high temperature – 38 degrees Celsius or above).
- a new cough – this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- fatigue
- aches and Pains
- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

**Symptoms may be subject to change so regular review of the HSE Website is advised.**

#### **2. Respiratory Hygiene**

Good respiratory hygiene will be promoted and emphasised. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin and hands have to be sanitised after this.

**Parents must ensure that children have a packet of tissues with them each day.**

#### **3. Hand Hygiene**

##### **Prevention**

**Hands will be thoroughly washed and then sanitised on the arrival to school.**

##### **Hand Hygiene**

- Hand sanitisers are wall mounted at every entry/ exit point and in every classroom.
- Pupils will sanitise/ wash their hands:
  - On arrival at school



- Before eating
- Before going out to play
- After playing outdoors
- When they cough or sneeze

#### **4. Physical Distancing**

Parents and Staff will emphasise the importance of:

- Keeping their distance
- Going straight to their Classroom
- Not mixing with other Classes

#### **Dealing with a suspected case of Covid-19 – Pupil or Member of Staff**

- Pupils/ Staff should not attend school if displaying any symptoms of Covid-19.
- If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:
- Parents/guardians will be contacted immediately.
- The child will be accompanied to one of the designated isolation areas in either An Halla Spóirt Foyer or in the Infant School Building by a member of staff.
- The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times
- A mask will be provided for the child presenting with symptoms, if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home.
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP 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, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made 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.



# Scoil Mhuire Clontibret

## First Aid Policy & Procedures

The instructions of the HSE will be followed.

### **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.
- Only a Staff Member to 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 Infant Classroom.
- 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 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.
- 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.

### **Ratification**

This policy was ratified by the Board of Management of Scoil Mhuire on the 2<sup>nd</sup> December 2021 and will be reviewed in the academic year 2022 / 2023

### **Signed on behalf of the Board of Management:**

Chairperson: Cathal McGlone     Date: 2<sup>nd</sup> December 2021



# Scoil Mhuire Clontibret

## First Aid Policy & Procedures

Principal: Elizabeth Moorehead    Date: 2<sup>nd</sup> December 2021