

SCOIL NAOMH IOSAF (SNI)

Baltinglass, Co. Wicklow

Roll No: 20039P



First Aid Policy

Introduction:

This policy was drawn up through a collaborative school process to ensure the safety of all children in the school.

Rational:

The purpose of this policy is to:

- Ensure the physical safety and wellbeing of all the staff and pupils.
- Allow for school staff members to provide for the immediate needs and requirements of students who have sustained either a serious or minor injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- Ensure lines of communication with parent(s) and guardian(s) are in case of emergency.
- Comply with all legislation relating to safety and welfare at work.
- Activate a known plan of action with which all staff are familiar.

Aims: Our First Aid Policy aims to:

- Minimise health risks to both children and staff on the school premises.
- Fulfil the duty of the BoM in relation to Health and safety requirements.
- Familiarise staff members with the first aid action plan in case of emergency.

Roles and responsibilities:

The overall responsibility for the day to day management of school supervision/routines rests with the Principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time.

Procedures for Administering First Aid:

Minor Accident/Injury

The injured party is initially looked after by the closest adult on yard duty. If deemed necessary, the child will be taken inside. No medicines are administered but cuts are cleaned with water and/or antiseptic wipes and bandages/plasters are applied if deemed appropriate by the adult. Plastic gloves are worn by the adult treating the injury at all times. Some children will require an ice pack to be applied as a calming measure. Ice packs will also be applied to minor bumps. The ice pack must always be placed in a polythene bag for hygiene reasons. These ice packs are stored in the freezer in the staff room.

Minor accidents/injuries include:

- Minor cuts and scrapes
- Bumps and bruises
- Nosebleed

Serious Accident/Injury

The child will be assessed and a decision will be made whether or not it is safe to remove the child from the scene of the accident and moved inside to the staffroom lobby area. A staff member qualified in first aid will be called on if available. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones. The child is kept under observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible. In the event of a very serious injury, emergency services and parents/guardians or next-of-kin (for staff members) are called.

Serious Accidents/injuries include:

- Sprains
- Head injuries
- Eye injuries
- Broken bones
- Mouth injuries
- Faints and shocks

- Severe bleeding
- Burns /scalds
- Unconsciousness
- Stings/Bites

First Aid Box:

First aid boxes are located in a drawer in the school office. There is also a first aid press inside the door of the school yard for dealing with minor injuries. Ice packs are located in the staffroom freezer. The content of the first aid boxes includes;

- Dressings
- Plasters
- Antiseptic wipes
- Tape
- Hypoallergenic plasters
- Bandages
- Scissors

Reporting and Record Keeping:

Following an accident on yard, if first aid is required, parents will be notified by phone in the school office. It will be the parents' decision whether or not to collect the child. If a head injury occurs, parents will be notified immediately.

Review:

This policy was reviewed and ratified by the Board of Management at their meeting on September 26th 2023. The policy will be reviewed again in June 2028 or as necessary.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management