



First Aid Policy

Updated January
2020

Ennis National School



First Aid Policy

General:

The First Aid Station is located in the Infant corridor. There are further supplies in the First Aid box in the Staffroom. Antiseptic wipes and plasters can be used for minor cuts/grazes. Consult with Aisling Howley or Sean Cullinan (First Aiders) if assistance is required. All incidents where first aid is necessary are recorded on Aladdin. Parents should be informed (by phone, in person or through homework journal) of any incidents requiring first aid.

There are pupils in the school who suffer from anaphylaxis (severe allergic reaction to nuts). In case of an allergic reaction, emergency Anapens are kept on the pupil medical notice board in the Staffroom. There are photographs and full details in the Staffroom of all pupils who have medical concerns.

There is a Defibrillator stored in the First Aid Station. The following members of staff are trained in the use of the Defibrillator: Aisling Howley, Sean Cullinan, Margaret McCarthy, Eimear Martin, Niamh Murphy, Mary Hickey, Ewelina Bialecka, Ann Mc Ginley, Yvonne Kelly, Ciara Stack, Sharon Murphy, Paddy Vaughan, Liz McMahan, Hannah O Sullivan, Siobhan Marren, Sinead Murphy, Gary Walsh, Joanne Fitzgerald, Deirdre Larkin and Aoife Kelly

Policy Aims:

The aims of the First Aid Policy are as follows:

- To assess and treat minor injuries
- To identify major injuries and pursue policy in place for treating same
- To provide basic First Aid treatment for minor injuries
- To provide a common approach for administering First Aid
- To ensure that safe practices are being followed in the administration of First Aid
- To ensure school compliance with Health and Safety Regulations

Minor Accident/Serious Accident

Minor accident or injury is one where a child has received scrape, graze, bump or minor cut to arm, leg or body.

Serious accident or injury is one where child has received injury which may require further treatment, or any head injury.

List of First Aiders

Aisling Howley, Sean Cullinan, Eimear Martin, Niamh Murphy, Mary Hickey, Ewelina Bialecka, Ann Mc Ginley, Yvonne Kelly, Ciara Stack, Sharon Murphy, Paddy Vaughan, Liz McMahan, Hannah O Sullivan, Siobhan Marren, Sinead Murphy, Gary Walsh, Joanne Fitzgerald, Deirdre Larkin and Aoife Kelly



Location of First Aid:

A First Aid Box is located at first aid station under the stair on the 'Infant' corridor. A First Aid supply box containing additional supplies is located in the staffroom.

Teachers will treat any pupils requiring First Aid during class time

Teachers on yard duty will administer basic First Aid where treatment is required during break-times.

The teacher on supervision duty is responsible for recording any serious First Aid treatment on Aladdin.

First Aid Equipment

The School First Aid equipment consists of:

- Splints/stretchers - located at the First Aid station in the infant corridor
- Defibrillator - located inside the entrance to the sports hall (across from the Principals office)
- Travel First Aid Kits – located in room 16 taken by class teachers on field-trips, class-tours and when a teacher leaves the school-grounds

Content of First Aid Kit:

- Disposable gloves, Hypacool Icepack, Sterile Saline Pods, Surgical Tape, Conforming Bandage, Moist sterile wipes, dressing, scissors, cotton wool and dry gauze.
- A copy of all pupil contact numbers is retained in the staffroom and the school office. These are updated at the beginning of each term.
- Travel First Aid Kits are taken by class teacher on field-trips, class-tours and when the teacher leaves the school-grounds.

Treatments:

- Cuts, grazes, blood injuries –First Aider while wearing disposable gloves cleans wound using sterile water wipes. Hypoallergenic plasters are then placed on cuts.
- All gloves and waste are discarded after each injury.
- Sprains/suspected breaks – ice pack applied. Class teacher and principal are notified and parents are contacted.
- Head Injuries are checked and reported to Aisling Howley or the Principal Brian Troy. The injured child is monitored and parents are notified by telephone. The class teacher is responsible for contacting home. If a parent cannot be contacted, a voicemail is left and Aisling Howley and Brian Troy (Principal) are notified.
- The purpose of the telephone call is to alert parents of the possibility of concussion symptoms emerging later in the day when child has left school.



Treatment of Serious Injury

- In case of emergency, the teacher present will call for support from partner teacher or teacher nearest in accordance with supervision policy, class teacher attends to injured pupil, and partner teacher takes responsibility for supervision of remainder of pupils. Consult with Aisling Howley or Sean Cullinan (First Aiders) if further assistance is required.
- The Principal will be notified and an ambulance will be called if necessary.
- Pupil will be placed in recovery position, unless back or spine injury is suspected. (Diagram displayed in First Aid Station).
- Administering Medication - see policy. Pupils with a chronic illness must have board of management approval before medication can be administered in school. All medical plans are communicated to school staff regularly during the school year.

Records:

- A record of the serious First Aid treatment is recorded on Aladdin by the teacher on supervision duty. This record includes name of student, location of accident, type of injury, treatment given, name of First Aider and witnesses if any and the date of incident. (Copy of Accident Report Form Attached)
- These records are retained with the Principal.
- School maintains these records for 10 years
- Serious incidents are reported to BOM and the school insurance company.

Helpful accident investigation techniques:

- Get an early report from any witnesses to the incident.
- Whilst being sympathetic and helpful, do not do or say anything which might be interpreted as an admission of liability.
- If the incident involves equipment, it should be removed from service and kept for inspection.
- Photographs taken of the exact location soon after the accident may prove invaluable in the event of an action against the school.

In the event of serious accident or injury the school has an arrangement to inform school insurers and complete an incident report form by the Principal Brian Troy.

Enrolment:

- Child's enrolment form allows parents to inform school regarding pupil's health/allergies.
- Parents should inform class teacher/office of any updated information.
- This information is recorded on the child's file on Aladdin.



Staff Training:

The board of management provides regular training to staff on dealing with typical school first aid instances.

Recent Training Record:

1. First Aid Responder (FETAC Level 5)
Aisling Howley (First Aider)
Sean Cullinan (First Aider)

2. Fundamentals of First Aid for Schools
Aisling Howley, Sean Cullinan, Eimear Martin, Niamh Murphy, Mary Hickey, Ewelina Bialecka, Ann Mc Ginley, Yvonne Kelly, Ciara Stack, Sharon Murphy, Paddy Vaughan, Liz McMahon, Hannah O Sullivan, Siobhan Marren, Sinead Murphy, Gary Walsh, Joanne Fitzgerald, Deirdre Larkin and Aoife Kelly

Policy Ratification

The policy was ratified by the Board of Management of Ennis National School at its meeting held on _____

Signed: _____ Chairperson, Board of Management,
Ennis National School.



ENS Accident Report Form

To be completed by the staff member responding to the accident. This form should be completed in respect of all head injuries and any serious accidents at school or at school related events.

Name (and class) of injured person *

Location of accident *

Date of accident *

Time of accident *

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Details of nature of the accident and injury *

Details of cause of the accident *

Name(s) of any witness

Details of any First Aid administered or action taken *



Please indicate which of the following have been notified of this accident *

- Class Teacher
- Parents
- Principal
- Other:

Names of staff members on supervision duty (if applicable)

Name of person completing this form *