

Coláiste Mhuire Co-Ed

First Aid Policy

May 2020



Mission Statement

School Mission statement: At Coláiste Mhuire Co-Ed we aspire to develop a caring and inclusive learning community that encourages the potential of each person. The mission is realised through our core values of Respect, Effort, Honesty and Co-operation.

Rath as Saothar – Success through effort.

Rationale

The **First Aid Policy** at Coláiste Mhuire Co-Ed is in operation to ensure that every student, member of staff and visitor will be looked after in the event of an accident or becoming unwell.

In the event of an accident all members of the school community should be aware of the following procedure.

Aims:

The aims of the First Aid Procedures are as follows:

- To assess and treat minor injuries.
- To identify major injuries and treat 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.

First Aid Procedures

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.

First Aid will be given to a student who becomes unwell during school activities.

Location of First Aid:

There is a First Aid box in the staff room, outside the secretaries office and in all practical classrooms in the school. The post holder with responsibility for First Aid will replenish the First Aid boxes and ensure that they contain all necessary equipment. Teachers who use first aid equipment should inform post holder when supplies are needed.

Administering First Aid

All staff members who have current certified first aid training will treat pupils requiring First Aid. The list of current certified first aiders is displayed on the front entrance and at the back of the staff room door.

Content of First Aid Kit:

- Disposable gloves, Icepack, Sterile Saline Pods, Surgical Tape, Bandages, Moist Sterile Wipes, Dressing, Scissors.
- Travel First Aid Bags are taken by the teacher on out of school activities.

Treatments:

- Cuts, grazes, blood injuries –Staff member, while wearing disposable gloves cleans wound using sterile wipes.
- All gloves and waste are discarded in a sealed bag after each injury and hands are decontaminated.
- Sprains/suspected breaks – ice pack applied. Parents/Guardians are contacted if necessary. The Principal is informed and an account of the accident is written up.
- Head Injuries are always checked and reported to the principal The injured child is monitored, and Parents/Guardians are notified. The purpose of the telephone call is to alert Parents/Guardians of the possibility of concussion symptoms emerging later, when child has left school and to give the option of brining home. An account of the accident is written up.

Treatment of Serious Injury

In case of emergency, teacher present will call for support.

- Management will be notified and if it is considered prudent, an ambulance will be called. Parents/Guardians will be contacted.
- Medication will be given in accordance with Administration of Medication Policy.

Records:

- An Accident Report Book is filled out for all serious injuries, head injuries or accidents. The Accident Report Book is available from the school office.
- These records are submitted to Tipperary ETB, and a copy is retained in the school office.
- Records are kept indefinitely
- At the end of each academic year Accident report forms are placed in the relevant students file.
- Serious accidents are reported to the school insurance company.

Enrolment:

- Child's enrolment form allows Parents/Guardians to inform the school regarding a pupil's health/allergies.
- Parents should inform the school if there is any updated information.
- Staff will be informed as appropriate.

Staff Training.

- First Aid training is organised by Colasite Mhuire Co-Ed

The Board of Management adopted this policy at a meeting on 14/5/20 and the policy is available on the school website.

Guidelines for staff when treating a student with first aid.

1. Use the first aid techniques you have been trained to use and following the incident:
2. Get the Accident Report Book from the school office and fill out a report
3. Get an early report from any witness to the incident and student themselves if possible
4. Whilst being empathetic and helpful, do not do or say anything which might be interpreted as an admission of liability
5. If the incident involves equipment, it should be removed from service and kept for inspection
6. Photographs taken of the exact location soon after the accident may prove invaluable in the event of an action against the school.
7. Any correspondence should be forwarded to the the ETB
8. Make sure that all serious accidents are reported to the principal