

# Coláiste Mhuire Co-Ed, Thurles



## FIRST AID POLICY

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Policy Area	Schools
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## 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 Academic Excellence, Respect, Care, Community and Equality.

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 given appropriate care in the event of an accident or becoming unwell.

**Definition** of First Aid for the purposes of this policy shall mean: the treatment of minor injury (e.g., cuts, sprains and bruises) or treatment of a life-threatening situation pending professional medical help. The object of first aid in a school situation is not to cure the injured person, but to ensure, as far as possible, that the injury or illness is not worsened before professional help is obtained as required. School staff should not hesitate to act in an emergency. Other adults on duty should automatically assist any member of school staff in the case of a serious injury.

## Aims

The aims of the First Aid Procedures are as follows:

- To assess and treat minor injuries.
- To identify major injuries and treat same where possible.
- 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 student has received a scrape, graze, bump or minor cut to arm, leg or body.

Serious accident or injury is one where a student has received an injury which may require further treatment, or any head or eye 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 secretary's 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 students requiring First Aid. The list of current certified first aiders is displayed on the front entrance.

### **Content of First Aid Kit**

- Disposable gloves and aprons, goggles, 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.
- First aid kits are kept in the staff room, and the post holder with responsibility for health and safety ensures they are topped up.

### **Minor Accident/Injury**

On occasion, students are injured in an accident in the school. The teacher on duty initially looks after the injured student. If deemed necessary, the student will be taken to the secretary's office. No medicines are to be administered but cuts are to be cleaned, plasters or bandages applied as deemed appropriate and in line with first aid training. The use of plastic gloves is advised at all times. Where plasters are applied the parent(s) or guardian(s) are to be notified as a matter of protocol.

### **More Serious Accidents/Injuries**

If considered safe to do so, the injured person is taken to a designated quiet area. The parent(s) or guardian(s) will be informed immediately, particularly if there is a suspicion of broken bones, head or eye injuries. The student is kept under observation until the parent(s) or guardian(s) arrive, with the emphasis on making the student as comfortable and settled as possible.

In case of emergency, the teacher present will call for support. The appropriate year head, deputy principal or principal will be notified and if it is considered prudent, an ambulance will be called. Parents/Guardians will be contacted. Medication will only be given in accordance with the Administration of Medication Policy.

Urgent first aid to preserve life or prevent further serious injury shall be administered, the injured person shall be kept immobile and comfortable until a qualified medical professional such as a doctor, nurse or ambulance paramedic/advanced paramedic can take over management of the situation.

## **Record Keeping**

All serious accidents/injuries are recorded in the Accident Report Book, which is located in the secretary's office. There is a single Accident Report Book which covers all students in the school. The accident report form lists date and time of accident, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc. These records are submitted to Tipperary ETB, and a copy is retained in the school office. Very serious injuries will be notified to the school's insurers. Relevant medical information on all students is sought at time of enrolment (see Appendix 1).

- Records are kept indefinitely
- At the end of each academic year Accident report forms are placed in the relevant student's file

## **Enrolment**

- Student enrolment form allows Parents/Guardians to inform the school regarding a student's health/allergies.
- This will be recorded on the school information system.
- Parents/Guardians should inform the school if there is any updated information.
- Staff will be informed as appropriate.

## **Staff Training**

- First Aid training is organised by Coláiste Mhuire Co-Ed.

The Board of Management adopted this policy at a meeting on **5 March 2026** and the policy is available on the school website.

## Appendix 1

### Guidelines for staff when treating a student with first aid.

1. Use the first aid techniques you have been trained to use.
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 the student themselves if possible.
4. If the incident involves equipment, it should be removed from service and kept for inspection.
5. Photographs taken of the exact location soon after the accident may prove invaluable in the event of an action against the school.
6. Any correspondence should be forwarded to the ETB by the school office.
7. Make sure that all serious accidents are reported to the principal.
8. Emergency numbers are 112 and 999. Both are free of charge to call. The school Eircode is E41 W678 and this is displayed on the Automated External Defibrillator (AED) poster beside the AED machine and is also on the school website.
9. Take reasonable measures to protect yourself in the context of COVID-19 by wearing PPE, face masks and disposable gowns. It is advisable in the current pandemic to wear a disposable plastic apron/gown, gloves and a face mask if the student is complaining/displaying COVID-19 symptoms. Eye protection is required to be worn as part of standard infection control precautions when there is a risk of blood, body fluids, excretions or secretions splashing into the eyes. Hand hygiene must be completed before and after donning and doffing PPE.