**First Aid Policy**

**Scoil Cholmcille Junior,**

**Ballybrack**

**Roll No: 19641T**

**Introduction**

Scoil Cholmcille Junior places emphasis on the importance of having a First Aid Policy in place. The central objective of this policy is the welfare, care and protection of every young person in line with the Education Act 1998 and the Education Welfare Act 2000, and all employees in line with the Health and Welfare at Work Act 2005.

**Rationale**

Scoil Cholmcille Junior is committed to addressing the needs of the whole school in relation to safety and First Aid. The school believes that teachers, parents, ancillary and casual staff and the Board of Management need to work together to implement this policy.

It is recognised that safety and care for all members of the school community in Scoil Cholmcille Junior are paramount and every effort must be made to ensure this. To further this aim, every effort will be made to eliminate and keep risks and hazards in the school building to a minimum. Injuries that occur during the course of the school day will be treated in the manner as outlined in the procedures of this policy.

**Relationship to Ethos of School**

Scoil Cholmcille Junior believes that the personal, social, moral and physical development of each member of the school community is important. Education flourishes in an environment where good relationships are encouraged, where people feel valued and respected, and where there is genuine tolerance, fairness and support for those in difficulty. This philosophy informs and underpins all the work of the school and is central to this policy document.

**The Policy in Action**

* **Accidents in the Yard**

**In the event of an accident when a child is on yard, it is the responsibility of the teacher on duty to inform the class Teacher and either the Principal or the Deputy Principal.**

Minor injuries are treated in school. The child is sent in from the yard by the teacher on duty with a SNAs who treat the injury or wound with cotton wool and water. A note must be sent home to the parents/guardians informing them that their child received first aid. The SNA who attended to the injury must put the note in the child’s bag. A generic note is kept in the first aid box. See Appendix 1 re note for First Aid

If the injury is regarded as serious, the parents/guardians must be phoned. The accident must be recorded by the teacher on duty, signed and dated and returned to the Principal or Deputy Principal. This accident report will be kept in the office. See Appendix 3

* **Accidents in the classroom, hall or corridor**

The class teacher is to alert Principal Teacher or the Deputy Principal Teacher in the event of an accident. If the injury is regarded as serious, the parents/guardians must be phoned. A record of the accident must be recorded, signed and dated and returned to the Principal or Deputy Principal. This accident report will be kept in the office. If the injured child is treated in school the class teacher must send a note home to the parents/guardians informing them that their child received first aid. The teacher must put the note in the child’s bag. A generic note is kept in the first aid box.

See Appendix 1 re note for First Aid

* **Accidents on a school tour/trip**

The class teacher brings a First Aid kit on the trip and a list of emergency contact numbers. Minor accidents are dealt with similar to a minor accident occurring in school.

If a serious accident occurs, every effort is made to contact parents/guardians. A list containing two emergency numbers for every child is supplied by the parents/guardians prior to the trip and held by the teacher.

Should a serious accident occur and the teacher is unable to contact the parents/guardians, she may act in loco parentis and deal with the situation.

Consent for this scenario is sought in the general consent forms issued in September each year.

A record of the accident must be recorded, signed and dated and returned to the Principal or Deputy Principal. This accident report will be kept in the office. See Appendix 2

**Administration of First Aid to children**

First Aid is administered in the cases of accidents happening in the Yard or in the classroom, hall or corridor. Three equipped First Aid boxes are located in the school adjacent to the Principal Teacher’s office. These boxes contain cotton wool pads, gloves, scissors, Sudocrem, plasters, a blanket and notes re. First Aid. Ice packs are kept in the freezer. A teacher who is assigned the post of Special Duties monitors and maintains these boxes. Minor injuries are washed and cleaned in school. Plasters and/or Sudocrem may be applied if that is considered necessary. Minor bruising is treated with an ice pack.

**Medication**

The policy of Scoil Cholmcille Junior in relation to prescribed medication for children is that **only** parents, authorised family member or guardians administer medication during the course of the school day. If the pupil is on over-the-counter medication the same guidelines apply. School personnel (teachers, Special Needs Assistants or part-time staff) do not administer medication.

If a pupil has a diagnosed medical condition that requires immediate attention on the presentation of certain symptoms, it is expected that parents/guardians notify the school in advance of the condition and supply guidance from the doctor treating the child and the necessary medication to be administered in an emergency. This information is requested from every parent/guardian on both the Enrolment Form and the yearly Contact Forms.

A list of children who have health difficulties is compiled yearly and all teachers and SNAs have a copy of the list so that in an emergency, if it occurs, school personnel know what to do. Staff members are made aware of confidentiality when dealing with health issues.

**Procedures for dealing with sick children**

If a child presents as too sick to remain in school, the Class teacher alerts the Principal Teacher or the Deputy Principal Teacher. The class Teacher then phones the parents/guardians to ask them to collect the child.The sick child waits in the classroom. All parents/guardians/assigned person who collects the child must sign the child out by filling in the form in the Secretary’s office or the Principal’s office.

**Procedures in the case of Accident or Sickness to Staff**

**Sudden Illness**

If possible, alert the teacher next-door who will alert Principal Teacher or Deputy Principal Teacher. The situation is assessed and if the adult has to leave the school, the necessary arrangements are made re transport and supervision of class

**Accident**

If possible, alert the teacher next-door who will alert Principal Teacher or Deputy Principal Teacher. The situation is assessed and appropriate action taken i.e. call for medical assistance and contact next-of-kin. All staff are asked to supply the name and phone number of their next of Kin. These are kept in the office.

**Medical Condition**

The onus is on school staff (permanent or casual) who is suffering from a diagnosed medical condition or who are using prescribed medication which may result in an emergency to inform the Principal Teacher. With permission, the Principal Teacher informs the Deputy Principal Teacher. The necessary steps to deal with an emergency, should be outlined to the Principal Teacher.

Parents will be requested to comply with the school’s First Aid policy in the following way

* The children will be encouraged to take care of themselves in the classroom and Yard by complying with school rules that promote a safe environment for all the school community.
* Parents/guardians are encouraged not to send sick children to school out of respect for the school community as it spreads sickness among other children and staff. In reference to the school’s Code of Behaviour, the school cannot provide extra supervision for children to stay in the school at yard times. If your doctor advises that your child remain indoors, please do not send them to school until they are fit enough to participate fully in school, including the yard.
* Parents/guardians are requested to inform the school if a child contracts a contagious illness so that the school can follow HSE regulations and inform other families of the potential risks.
* Parents/guardians are requested to inform the school of any allergies or health issues that the child may suffer from. This information must be given on the Enrolment Form and the Contact Forms which are up-dated annually.

**Review Process**

This policy was reviewed and amended by the staff duringApril 2008

The Board of Management approved this policy in June 2008.

A copy of the policy was circulated to staff members, SNAs and relevant others connected with the school and the Board of Management. Parents/guardians were made aware of the policy through the school Newsletter.

A copy of this policy is available on the school’s website. A hard copy of the policy will be available in the school and will be issued or emailed on request.

**Monitoring and Evaluation**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required. It will also be referred by the Principal for consideration by the full staff at the same time. Training in First Aid was suggested at Board level and further discussion is to take place in the School Year 2008/2009 regarding this matter.

**Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur before or during the school year 2017.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

**Appendix 1**

**Note**

Scoil Cholmcille Junior

First Aid

Please note that your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was given attention in school today \_\_\_\_\_\_\_\_\_\_\_. You are requested to examine and query the child about the injury as it may require further treatment.

**Appendix 2**

**Accident Report Form**

**Place where accident occurred**

**Date and time of accident**

**Cause of accident**

**Account of accident**

**Name and address of person injured**

**Name and address of witness of accident**

**Signature of person in charge at time when accident occurred**

**Signature of Principal Teacher:**

**Date:**