

School of the Holy Spirit
First Aid Policy and Procedure

Purpose

This Policy set out how we at School of the Holy Spirit deliver First Aid and the roles and responsibilities of all staff administering First Aid.

The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the School is intended to be of a temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by parents/guardians when children arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

Awareness of Medical Needs

- On our School's Enrolment Form, parents/guardians are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Any medical conditions or allergies will be added to the student's profile on Aladdin and it is the responsibility of the teacher to familiarise themselves with the condition, the action to be taken if required and the location of inhalers, epi-pens, medication etc.
- Relevant information is also retained in the office file and by the Class Teacher on the student's class file.
- It is the parents/guardian's responsibility to notify the school of any changes in existing medical conditions and to keep any medication administered in school up to date.
- Any changes or additions to a student's medical condition must be given to either the Principal or teacher as soon as they are known.
- At the end of each academic year, teachers will pass on relevant medical information regarding students in the handover of classes for the new academic year.

- At the first staff meeting in August, the staff's attention will be drawn towards any students with medical conditions and a reminder will be posted on Aladdin.
- A file containing all relevant medical information for students in school will be held by both the class teacher and the Principal and made available to new/substitute teachers.

Illness at School

- If a student is taken ill whilst in the classroom, the teacher will assess the condition of the student and if they feel that the student needs to go home, they will arrange for parents/guardians (or other contact as prioritised by the parent/guardian) to be contacted.
- If a parent/guardian cannot be contacted, a voice mail message will be left.
- In the event of not being able to contact a parent/guardian, a second contact will be phoned.
- An ambulance will be called if the illness or the injury is deemed to require it.
- Parents/guardians will indemnify the school of the standard form.
- Allianz will be informed of completed medical indemnity forms.

Administration of Medicines

- School staff will only administer medicines when the student has a Medical Care Plan which has been agreed between the parents/guardians and the school.
- Parents may administer non-prescribed medicines during the school day themselves by prior arrangement with the school.
- Any student with an existing medical condition that may require hands on medical attention will have a Medical Care Plan to ensure the appropriate care is given under the correct circumstances.
- Parents/guardians of students with a Medical Care Plan must ensure that all medicines which are to be administered are in the original container, clearly labelled with the student's name, dosage and frequency.
- If a parent completes an Administration of Medicine permission form, the teacher and an SNA may administer the medication in accordance with the parent's directions. Both staff members initial a record of the medication given and the date & time it was administered.

First Aid

- 4 staff members are trained in First Aid and have been accredited by the Pre-Hospital Emergency Care Council. Their training is regularly updated.
 - The First Aiders are: Eoghan Fahey - Room 12 ex 211
Noelle Read - Room 3 ex 203
Louise Quirk - Room 3 ex 203
- If a student suffers an injury, he/she will be assessed by the adult nearest to the student.
- All adults will be expected to deal with all instances of minor first aid.
- Disposable surgical gloves must be worn at all times.
- A minor cut will be cleaned with an antiseptic wipe.
- Hypoallergenic plasters are to be used where bleeding has not stopped from applying pressure with a cotton pad and to keep the wound clean from infection.
- An ice-pack or cold object will be applied in the event of a bump or bruise.
- In the event of an emergency, if any adult in the school is concerned for the health and safety of a student following an injury, they must call 999/112.
- Students will only be taken to hospital by ambulance or directly by their parents/guardians. Staff will not transport students to hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.

First Aid Boxes

Below are the First Boxes held on the premises and their locations: -

- Staff Room - clearly marked.
- Home Economics Room- clearly marked

Contents of Larger First Aid Boxes: (To HSA Standard)

Dressings (non-adherent dressing, sterile gauze pads)	Portable ice-packs (stored in fridge freezer in staff room) for on-site use and instant ice-pack for off-site use, sporting events etc.
Disposable Gloves	Scissors
Adherent tape	Sterile cleansing wipes - alcohol free
Hypoallergenic plasters	Burn care gel
Bandages - various types and sizes	Burn dressing - various sizes

Contents of Classroom First Aid Boxes:

Gloves	Instant icepack
Plasters	Sterile cleansing wipes - alcohol free
Mask	Adhesive dressing - various sizes

Informing Parents/Guardians and Logging Injuries:

- In the event of an injury, parents/guardians will be informed by telephone by the teacher.
- It is the responsibility of the adult to decide what is a 'significant injury'. They will make a common-sense judgement as any sensible parent/guardian would and take into account the specific needs of the student concerned.
- It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the parents/guardians.
- All injuries, however insignificant, must be recorded on an Accident Report Form and/or the First Aid Treatment Log by the first aider and the supervising teacher.
- When informing parents/guardians by telephone, Emergency Contact 1 should be telephoned first and a voice message left if it is not possible to speak directly. If it has not been possible to speak directly to

Emergency Contact 1, then Emergency Contact 2 should be contacted and a voice message left if necessary.

- In the case of a 'significant injury', if no contact is made, an ambulance will be called.

Provision for First Aid:

- First Aid kits and medicines must be carried by the teacher/supervising adult whenever students are taken off-site.
- All of the medical supplies will be monitored and replenished as necessary. All staff are responsible for alerting Louise Quirk if they become aware that a particular First Aid Kit require re-supplying.

Dealing with common Illnesses and Infections:

- Any student who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any student who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 48 hours. It is the responsibility of the parents/guardians to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If a student is found to have live headlice, their parents/guardians will be informed by the class teacher. All of the other students in the class will be given a standard letter from the HSE 'Infection in Schools' to take home and their parents/guardians to inspect their child's heads and to treat any infestation accordingly.
- The parents/guardians of any student suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect their child. If it is minor, they will be asked to seek advice about treatment from their GP.
- Parents/guardians can seek advice from the HSE about other common illnesses and infections. Staff will refer to the 'Management of Infectious Disease in Schools' HSE October 2014.

Intimate Care:

Intimate care is attending to the needs of students who have wet or soiled themselves either by accident or due to medical or developmental reasons.

In instances of soiling, the parents/guardians should be asked to come to the school and will therefore be able to attend to any of the intimate needs of the student. However, if the parent/guardian is unable to attend, then the following guidance should be followed:

- Only a staff member is to supervise or carry out intimate care.
- Staff must ensure that another colleague is aware that a student's intimate care needs are being supported.
- In line with the school's Child Safeguarding Policy, staff should aim to remain potentially visible to colleagues, whilst providing privacy for the student, e.g. keep the door slightly ajar.
- Talk to the student throughout, making clear what is happening. If necessary, a second adult can be summoned.
- The student should be involved as much as possible in his/her own intimate care.
- All classrooms have designated toilets. Other students may be directed to use alternative toilets while the intimate care needs of one of the students is attended to (in order to protect their privacy).
- Protective gloves must be worn. A supply of wet wipes and nappy sacks (for containing soiled clothing) will be kept in the junior classrooms.
- Care should be taken to dispose of any soiled wipes, which should be bagged and disposed directly into the main outside bin.
- Soiled clothing should be placed in a nappy sack/plastic bag and tied firmly for returning to the parents/guardians. Extra clothing, stored in the Laundry or classroom will be given to students to change into if available.
- Every student must be treated with respect and dignity. Privacy should be ensured and should be appropriate to the student's age and situation.
- Allow the student to be as independent as possible in doing all that they can for themselves.
- Sanitary pads will be available to the senior classes who have female students.

