

Drumacrutin National School



First Aid Policy

Introduction:

This policy was first drafted as a response Health & Safety legislation and to ensure the school has a clear policy in dealing with accidents/injuries in school. It was re-drafted in February 2018 by the whole school staff and this revised policy applies to all users of the school premises and all school related activities. It was reviewed in August 2020 in light of the restrictions and measures required in the management of the Covid 19 pandemic.

Rationale:

The formulation of this policy enables our school to effectively:

- Provide for the immediate needs and requirements of students who have sustained either a minor or a serious injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar
- Keep staff and pupils safe in a situation where social distancing cannot be adhered to.

Roles and Responsibilities:

The overall responsibility for the day to day management of school supervision /routines rests with the Principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time. The schools Health and Safety Officer is Mrs. Dawn Hutchinson. Mrs. Hutchinson is also the First Aid Officer and fire drill coordinator.

School Ethos:

This policy re-enforces the elements of the school mission statement which advocates providing a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

Aims/Objectives:

- To ensure the physical safety and well being of all staff and pupils
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- To provide training for staff with the effective use of outside expertise so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work
- To keep all staff and pupils safe in a situation where social distancing cannot be adhered to.

Procedures:

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff are put at risk:

- A comprehensive school Safety Statement is in place whereby all hazards are identified and remedial measures are outlined
- The school is insured under Ecclesiastical Insurances. The school also operates a 24 hour cover Personal Accident Insurance Scheme Arachas Insurance.
- The provision of specialist first aid training for staff has been identified as a priority by Board of Management. This takes place in September on a biennial basis. (Last staff training 24-08-2021)
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing trees, climbing goalposts, throwing stones, running fast in the Infant areas, engaging in "horseplay", fighting etc. are subject to severe sanctions (see School Anti-Bullying and Code of Behaviour Policies)
- Certain procedures are in place in the event of accidents
- There is at least one teacher/adult on yard duty at any one time.
- Staff administering first aid must wear appropriate PPE; Mask/visor, gloves, apron. PPE must be disposed of in the large outdoor waste bin as soon as administration of first aid is complete.

Minor Accident/Injury

The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be taken to the office. No medicines are administered but cuts are cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of appropriate PPE by staff is mandatory at all times. Parents are notified as a matter of protocol.

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the office. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries, internal bleeding. The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible. If social distancing cannot be maintained then appropriate PPE must be worn by staff.

Very Serious Injuries

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. Parents are kept informed of developing situations. Staff must wear appropriate PPE and thoroughly sanitise their car afterwards.

Categories of Injury/School Procedures

Minor Cuts and Bruises

In all cases of injury it is understood that there is at least one teacher on yard duty.

- Clean around cuts using antiseptic wipe/cloth, cleaning from the centre outwards
- Gloves are used at all times to reduce risk of spread of infection
- A check is carried out to locate small bodies which may be embedded in the wound
- Plaster, gauze or lint is placed on the wound
- Teacher observation is maintained
- Children are advised to show/tell parents

Sprains/Bruises

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s are contacted
- Teacher observation is maintained

Faints and Shocks

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents
- The event is subsequently recorded in the Accident Book

Severe Bleeding

- Act instantly - Go, Go, Go!
- Set or lie the injured party down
- Press down on wound using gloves
- Lift (if possible) the injured part above the level of the heart
- Put a clean dressing over the wound and secure it firmly with a bandage
- If blood shows through the dressing then place another one over the first and bandage firmly
- Treat for shock
- **GET HELP!**
- Contact parents
- If very serious contact casualty immediately
- Record in accident book

Burns/Scalds

- Immediately remove child from danger area
- Cool burnt area with cold running water
- Remove rings etc. and other tight fitting accessories
- Do not remove objects stuck to skin
- In the event of a minor burn use a special burn gauze/burneze

Unconsciousness

- Ring for medical help
- Place child in recovery position
- Ring for parents
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied
- Other children are kept away

Stings/Bites

- Vinegar is used for wasp stings
- Bread soda is used for bee stings
- If case is serious, parent/s are contacted

Epilepsy

(see individual Epilepsy Care Plan)

- Time the seizure
- Remove any harmful objects
- Place a cushion under the head
- Do Not restrain or move unless in danger
- Place in the recovery position when seizure stops
- Stay with the person until the seizure ends and offer assistance
- Call parents
- Call ambulance if seizure lasts for more than 3 minutes

Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

Dealing with a Suspected Case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

A designated isolation area should be identified within the school building. The possibility of having more than one person displaying signs of COVID-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;
- If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises;

- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury.

Resources:

First aid boxes are located centrally in the office. All staff are aware of this location. The contents of such boxes are replenished when deemed necessary by the Health and Safety Officer or another designated staff member.

Record Keeping:

All accidents/injuries are recorded in the Accident Report Book which is located in the office. One Accident Report Book covers all children in the school. Teachers are encouraged to keep a separate copy of accident report forms relating to injuries sustained by children in their class. The accident report form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc. Very serious injuries will be notified to the schools insurers - Special Incident Report Form. Relevant medical information on all pupils is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have.

Evaluation:

The success of this policy is measured from set criteria;

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

Ratification:

This revised policy was ratified by the Board of Management on 9th November 2021

Signed; Chancellor Ian Berry___ Chairperson, Board of Management

Date: _09/11/21_____