

St. Helen's Junior School

First Aid Policy

Purpose

This policy sets out procedures for delivering First Aid at St. Helen's Junior School and the roles and responsibilities of all Staff in 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.

Aims:

The aims of the First Aid Procedures are as follows:

- To assess and treat minor injuries
- To identify major injuries and pursue policy in place for treating 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.

A serious/ significant accident or injury is one where a child has received injury which may require further treatment, or any head injury.

Locations of First Aid Boxes:

- A Defibrillator is stored in an alarmed press outside the principal's office.
- First Aid boxes on corridors are located in a cabinet in the Cabhair Centre and in classrooms 17, 11 and 6 and have a sign saying First Aid along with a red cross. These classrooms also have this sign on the outside of the press containing the first aid box.
- Additional First Aid boxes are in Room 13 and Room 16.
- First Aid box located in Room 2 and Staff Room.
- First Aid supplies and boxes are located in the room off the hall, referred to historically as The Milk Room

Awareness of Medical Needs

- On our School's Enrolment Form, Parents are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Relevant information is retained in the office, by the post holder for First Aid and by the Class Teacher.
- Pupils with medical needs will be recorded in the class Red File along with a photograph of the child and details of procedures and medication administration. A letter of indemnity regarding medical administration will be included on this file and a copy will be retained by the post holder.
- It is the Parent's responsibility to notify the School of any changes in existing medical conditions.
- At the end of each academic year teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- If a child is taken ill whilst in the classroom, the teacher will assess the condition of the child and if they feel that the child needs to go home they will arrange for Parents (or other contact as prioritised by the parent on the data collection sheet) to be contacted.
- In the event of a bang to the head or more serious cut, class teachers will phone parents to inform them. This will allow parents to choose to collect their child early/come to school to examine the injury should they deem it necessary.

Administration of Medicines (See Administration of Medication Policy)

- School staff will not administer medicines unless an administration of medication form (Appendix 1) and a letter indemnifying the school have been completed by the Parent (Appendix 2)
- Parents of a child with an existing medical condition that may require hands-on medical attention will have advised the school and class teacher and provided any medication (such as Epipen) to ensure the appropriate care is given under the correct circumstances.
- Parents of children that have provided medication as outlined above must ensure that all medicines to be administered are in the original container, clearly labelled with the child's name, dosage and frequency.
- Medications will be clearly labelled stored in the First Aid Cabinet outside the Principal's office.
- Inhalers for administration at school will be stored in the teacher's desk drawer.
- Staff will complete the Record of Administration of Medicine by Staff Form (Appendix 3)

First Aid Procedures:

- If a child suffers an injury, it will be assessed by the teacher responsible for them at that time.
- Disposable surgical gloves must be worn at all times.

- A minor cut will be cleaned with an antiseptic wipe or gauze and water.
- Plasters will be used to keep the wound clean from infection.
- More serious cuts will be cleaned using water and gauze or cotton wool and pressure applied using a larger wound pad secured with a compression bandage or adhesive tape where necessary.
- An ice pack or cold object will be applied in the event of a bump.
- Instant ice packs/cold compress must be wrapped in paper towels before applying to the skin to prevent injury.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the child following an injury, they must call 999/112. The Principal, Deputy Principal or member of the ISM would be involved at this stage.
- Children will only be taken to hospital by ambulance or directly by their Parents. Staff will not transport children to the hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- First Aid boxes must remain visible in classrooms for easy access by another staff member.
- Teachers are asked to keep yard presses tidy, litter free and that they would not be used to store anything other than first aid equipment e.g. toys or educational resources.
- When a teacher on yard duty uses the last instant ice pack supply in the box, they are asked to replace it before the next yard.
- If the supplies are running low, teachers will replenish with stocks from the kitchen/storeroom off the hall ('Milk room')
- If something needs to be restocked in Milk Room presses, staff will inform the post holder for First Aid.
- Reusable equipment such as tweezers and reusable ice packs need to be sanitised after use. They can be cleaned with anti-bacterial wipes before returning to storage.
- Children who have sustained injuries but are well enough to return to school e.g. broken arm, will sit to the side of the school yard on a chair during yard time wearing their coat. This is intended to allow the child to socialise with their friends and get fresh air but not risk injury/accident.

Classroom:

Incidents such as cuts and scrapes occurring in the classroom will be dealt with using the classroom supply of wipes and plasters and supplies for more serious injuries are located in the corridor boxes e.g. a compression bandage for a severe cut/instant ice pack.

Yard and yard book:

The yard book has been designed for our specific use in St.Helen's Junior School. The First Aid post holder created a new book using the template at Appendix 3 as needed, covers and binds it.

Injuries occurring in the yard must be recorded in the First Aid yard book (Junior or Senior First Aid yard book).

Injuries occurring on the yard will be dealt with by an SNA or teacher at the yard door using materials from the First Aid Yard press.

Injuries requiring ice packs are to be treated using the reusable ice packs from the fridge in the staffroom or using instant ice packs from the yard box. Children who have more serious injuries can be sent inside with an SNA.

First Aid Guidelines in relation to administering First Aid during Coronavirus:

(Taken from advice given on Peninsula Return to Business Course for Employers)

First aiders must:

- Follow standard infection control procedures
- Hands must be washed before and after administering first aid
- All persons must be treated as a suspected case
- First aid must be administered in a separate area where possible
- In a suspected cardiac arrest case, you must not feel for breathing by putting your face close to the person's mouth. Compression CPR must only be applied.
- For minor injuries i.e. cuts and abrasions, the injured party should apply their own dressing under the guidance of the first aider.
- All first aid equipment needs to be sanitized after use.
- All disposable PPE should be disposed of and stocks replenished following first aid treatment.

Contents of First Aid boxes:

Classroom supply

- Cut plasters
- Hypoallergenic plasters
- Alcohol free wipes
- Gloves
- Sick bags

Yard Door Presses:

Each yard door box contains the following

- First Aid book
- Pen
- Plastic bag (to dispose of large amount of mess)
- Cut plasters

- Alcohol free antiseptic wipes
- Gloves
- Sick bags
- Bepanthan cream
- 2m strip of plaster-to be cut to size
- Scissors
- Compression bandage
- Conforming bandage
- White gauze
- Medical tape
- Hypoallergenic plasters
- Instant ice pack

Corridor Boxes (Stored in Room 11, 6, 13, 16, 17)

These contain first aid equipment for more serious incidents:

- Gloves
- Sick bags
- Bepanthan cream
- 2m strip of plaster
- Scissors
- Compression bandage
- Conforming bandage
- Medical tape
- Instant ice pack

Staffroom:

- Gloves
- Sick bags
- Bepanthan cream
- 2m strip of plaster
- Scissors
- Compression bandage
- Conforming bandage
- Medical tape
- Instant ice pack
- burn gel

Milk Room:

- Eye rinse
- Tweezers
- Scissors
- Triangular bandage
- Burn gel

- Pocket face mask
- Paramedic shears
- Safety pins

Additional supplies of:

- Gloves
- Plasters
- Cotton wool
- Disposable aprons
- Gauze
- Adhesive tape
- Wound dressings
- Conforming bandages
- Dettol
- Bepanthen cream
- Spray for insect bites
- Pre-prepared first aid boxes for excursions
- aprons

Informing Parents and Logging Injuries

- Parents will be informed of injuries through email or by phone. Where an incident report form (Appendix 4) is required to record an injury or first aid, a parent must be informed.
- Where the child is very distressed or the injury is significant, Parents will be asked to collect their child.
- It is the responsibility of the attending adult to decide what is a “serious/ significant injury.” They will make a common sense judgement as any responsible Parent would, and take into account the specific needs of the child concerned.
- The Principal and/or Deputy Principal will always be contacted if a child incurs an injury of a serious nature and/or to clarify what procedures are to be followed in this case.
- 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 Parent.
- All injuries, however insignificant, must be recorded in our First Aid Book (Appendix 5)
- When informing Parents of incidents by phone, Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the Secretary has not been able 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 is called.

Dealing with Common Illnesses and Infections

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 24 hours. It is the responsibility of the Parent to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If a child is found to have live head lice, their Parents will be informed by the school office. All of the other children in that class will be given a standard letter regarding head lice and treatment to take home, asking their Parents to inspect their heads and to treat any infestation accordingly.
- If a case of Chickenpox, Slapped Cheek, Hand Foot and Mouth is reported in a particular class, a letter will be sent to all parents in that class. Letter templates from the HSE are located in the First Aid folder on the G Suite under 'Infectious Diseases'. The class teacher will send an Aladdin to all parents with the letter attached. Class teachers will record the date on which the letter was sent for their own records.
- The Parents of any child suspected of having a highly infectious condition will be contacted. Parents can seek advice from the HSE about other common illnesses and infections.

Intimate Care

St. Helens J.N.S. has an Intimate Care Policy outlining measures applicable to the specific care needs of pupils with additional needs. This section refers to the intimate care needs which may arise in the Mainstream setting.

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

- Only a Staff Member to supervise or carry out intimate care.
- Staff must ensure that another colleague is aware that a child's intimate care needs are being supported.
- In line with the School's Child Protection policy Staff should aim to remain potentially visible to colleagues, whilst providing privacy for the child, for example, keep the door slightly ajar.
- Talk to the child throughout, making clear what is happening. If necessary, a second adult can be summoned.
- The child should be involved as much as possible in his or her own intimate care.
- Protective gloves must be worn. A supply of spare underwear and tracksuit bottoms will be kept in the corridor beside the office in the press.
- Care should be taken to dispose of any soiled wipes, bagged and disposed directly into the main outside bin.
- Soiled clothing should be placed in a plastic bag and tied firmly for returning to Parents.

- Every child must be treated with dignity and respect. Privacy should be ensured appropriate to the child's age and situation.
- Allow the child to be as independent as possible, in particular with removing underwear. Support the children in doing all that they can for themselves.
- If a child begins menstruating during the school day sanitary napkins/spare underwear are held by the Post Holder for First Aid. The child's parents should be contacted and every effort will be made to keep the child calm and supported. Teachers should reassure the student while also not seeking to explain menstruation as this should be handled by parents at this young age. Parents can be directed towards information such as Busy Bodies (RSE, HSE). Where parents are aware their child has started puberty they should be advised to prepare their child for menstruation (and provide them with necessary toiletries) to minimise upset in the event of it starting at school.

Defibrillator:

Will be checked periodically to ensure it is in good working order and that the equipment and pads are in date. This annual check will be recorded and logged by the In School Management Team (ISM).

This policy was ratified by the Board of Management of St. Helen's Junior National School on _____ and will be reviewed in the academic year 2024/2025.

Appendix 1

Medical Condition and Administration of Medicines

Child's Name: _____

Class: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage details: _____

Dosage required: _____

Is the child to be responsible for taking the prescription for him/herself?

What Action is required: _____

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed: _____ Parent/Guardian

_____ Parent/Guardian

Date: _____

Appendix 2

Allergy Details Form

Name: _____

Class: _____

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed: _____ Parent/Guardian

_____ Parent/Guardian

Date: _____

Appendix 3

Record of Administration of Medicines by Staff

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Administration Details:

Medication: _____

Dosage Administered: _____

Administered by: _____

Date/Time: _____

Reason for Administration of this medicine: _____

Signed:

Teacher/Staff: _____

Parent: _____

Date: _____

Appendix 4

St Helen's Junior National School

Incident Report Form

Date of incident:

Name of

Class:

Teacher

Names of all staff present:

| |
|--|
| |
|--|

Names of witnesses:

| |
|--|
| |
|--|

Circumstances in which the incident occurred

| |
|--|
| |
|--|

Description of injuries, if any:

| |
|--|
| |
|--|

Procedures taken:

| |
|--|
| |
|--|

Persons informed:

Signed:

Appendix 5

St. Helen’s JNS

First Aid Records

| Name of child | Date | Injury | Plaster applied | Cleaned with Savlon | Ice Pack given | Other measures taken | Teacher on duty |
|---------------|------|--------|-----------------|---------------------|----------------|----------------------|-----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Appendix 6

Useful Links

The contents of a First Aid Kit

<https://www.youtube.com/watch?v=gn6xt1ca8A0>

How to use an epipen

<https://www.youtube.com/watch?v=EN83hen4D-Y>

Conscious Child Choking

<https://www.youtube.com/watch?v=ZjmbD7aIaf0>

Unconscious Choking

<https://www.youtube.com/watch?v=Sba0T2XGIn4>

Fainting

<https://www.youtube.com/watch?v=ddHKwkMwNyl>

Appendix 7

(To be completed by the First Aid Post Holder when replenishing supplies)

| First Aid Supply Checklist | | | Refilled | | | |
|----------------------------|------|-----------|----------|-------|--------|-------|
| Box and room | Date | Signature | Plasters | wipes | Gloves | other |
| | | | | | | |
| | | | | | | |

Appendix 8

| Record of Orders of First Aid Materials | | | |
|---|--------|-----------------|--------|
| Date of order | Signed | Received/stored | Signed |
| | | | |
| | | | |
| | | | |

Appendix 9

St. Helen's Junior School School Accident / Injury Policy

The safety of pupils and staff is a priority for the Board of Management, and robust measures have been implemented to ensure no children or staff are put at risk.

- The school is insured under **Allianz Insurance** and **Marsh Ireland** are the broker.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing trees, 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 Positive Behaviour)
- Certain procedures are in place in the event of accidents
- There are two teachers and one SNA on yard duty at any one time in the mainstream yards and one teacher and 4 SNAs on duty for the Cabhair Centre yard.
- First aid basic kits located on each corridor in rooms 6,12,17 and 25

Minor Accident/Injury

The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be accompanied to the First Aid Station at either yard door. No medicines are administered but cuts are cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times.

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the First Aid Station. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under intense observation until parents /guardians arrive, with an emphasis on making the child as comfortable and as settled as possible.

Very Serious Injuries

In the event of a severe injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. Parents are kept informed of developing situations.

Categories of Injury / School Procedures

Minor Cuts and Bruises

Method:

- Clean around cuts using an 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

Method:

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

Unconsciousness

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

Stings/Bites

- Antiseptic is used for wasp stings
- If the case is serious/ parent/s are contacted

Record Keeping

All accidents/injuries are recorded in the Accident Report Book which is located the the First Aid stations. Any accidents/injuries that occur in the Cabhair Centre are recorded in the Accident Report Book which is stored in the staff room in the Cabhair Centre. 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 the date and time of the accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc. A copy of this form will be kept on the child's school file.

Very serious injuries will be notified to the school insurers on the Special Incident Report Form.

The relevant medical information on all pupils is obtained at the time of enrolment on a special section of the school's enrolment form. This section asks parents to list allergies and other medical conditions their child may have.

Medicine Administration Procedure

Requests for medication to be administered during school time must be first made in writing to the Board of Management. The letter requesting medication to be administered by a member of staff must include instructions re how to administer the medication and must include indemnity for the BOM (see Medication Administration Policy).