



**St Catherine's National School**  
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## **First Aid Policy**

### **Introduction**

At St. Catherine's National School, we are committed to the safety of our children, staff, parents and all visitors to our school. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, staff, parents and visitors to be.

### **Aims**

The aims of this policy are to clarify the correct procedures for dealing with accidents and incidents requiring medical attention in our school and to communicate these to all staff.

### **Relationship to the Characteristic Spirit of the School**

We believe our school should be a safe and happy place for everyone; children, staff, parents and visitors. To this end, we aim to deal with any medical situation, minor or major, allowing the school community to feel safe and secure while in our school.

### **Enrolment**

The child's enrolment form allows parents to inform school regarding pupil's health/allergies. Parents should inform class teacher/office of any updated information. This information is kept in child's file in the office.

### **Measures to be taken to prevent accidents and incidents:**

We have appointed two fully trained First Aid Officers. These First Aid Officers are given the opportunities to maintain their levels of qualifications and renew training every two years as per regulations. We have a Health and Safety Policy, Child Safeguarding Policy and an Administration of Medication Policy. All staff implement and are familiar with these policies. Two fully stocked First Aid boxes are available for staff, one for the back (Junior) yard and one for the front (Senior) yard. An incident book to record any accidents in the yard is in each First Aid bags. If any replacement items are required, the First Aid Officers and/or other staff members inform the Principal. Emergency contacts for parents are available in the folder in the office if required for an accident and these are updated regularly. Each classroom is equipped with a Travel First Aid bag for field trips. This must be brought on any excursion from the classroom. Contact numbers for parents should also be taken.

### **Organisational Practices**

- Minor accident and/or injury is one where the child has received a scrape, graze or minor cut to the arm, leg or body.
- Serious accident and/or injury is one where the child has received injury which may require further treatment, or any head injury

- Serious accidents and/or injuries must be recorded in the incident book. Other minor injuries must be communicated to the class teacher who then inform the parent(s) of the incident
- The First Aid Officers can be consulted when there is a Serious Injury that requires further treatment, or for any head injury
- Parents will take responsibility for further medical attention.
- Parents have given permission on school enrolment forms to take their child to hospital in case of accident and/or serious illness.
- For minor accidents that do not require a parent's presence, the class teacher will inform parents of the incident at collection time after school.

## **Treatments**

### **Cuts, grazes, blood injuries**

- The staff member, while wearing disposable gloves, cleans the wound using sterile water and puts on plaster if necessary.
- All gloves and waste are discarded after each injury.

### **Sprains/suspected breaks**

- Ice pack applied, First Aider and/or Principal are notified, and parents are contacted.

### **Head Injuries**

- Head Injuries are always checked by First Aider and Principal, child is monitored, and Parents are contacted.

### **Fainting**

- Fainting – place towel or cloth under child's head on the ground, back on the floor, legs resting on chair to allow blood to travel back towards the head.
- Recovery Position used if needed.

### **Administering Medication**

- See policy.

In case of emergency, Principal will be notified and will call ambulance.

## **Records**

- An Accident Report Form, which can be located in the First Aid boxes, is filled out for all serious injuries or accidents or any head injuries.
- School maintains these records indefinitely.
- At the end of each academic year Accident Report Forms are placed in the student's file.

- Serious incidents and any incidents where a staff member may have become injured, are reported to the school insurers.

### **Success Criteria**

- Positive experiences for all
- Teacher/Parent Satisfaction

### **Ratification and Review**

This policy was devised and written by Hazel de Lacy, First Aider, in March 2020.

It was approved by school staff and will be reviewed biannually.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_