

# Canal Way Educate Together National School

## First Aid Policy

### **Purpose:**

This policy sets out how we at Canal Way ETNS and the roles and responsibilities of all Staff and the school community in administering First Aid. Canal Way ETNS advocates providing a safe and secure learning environment for each child and staff member, ensuring a duty of care at all times when the school is in operation.

This policy was drafted in consultation with the whole school community. It will apply to all users of the school premises and all school related activities.

After School Clubs will follow the same First Aid Procedures.

### **Rationale:**

The formulation of this policy enables our school effectively;

Provide for the immediate needs and requirements of students or staff who have sustained either a minor or a serious injury

Ensure that adequate resources and arrangements are in place to deal with injuries/accidents should they arise

Ensure lines of communication with parents/guardians and relevant staff are in place if required

Activate a known plan of action with which all staff are familiar so that injuries are dealt with in a competent and safe manner

To comply with all legislation relating to safety and welfare at work

### **Awareness of Medical Needs:**

Our school's Enrolment Form requests that parents/guardians inform us if their child has any medical condition, chronic illness or allergy. Relevant information is stored in the Chronic Illness Folder and their photographs are displayed in the staffroom below the Medication Storage Box. The procedure is outlined in the Chronic Illness Policy is to be followed should any of these children become unwell during school hours.

### **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.

Health and safety Officer

First Aid Officer

Fire Drill Coordinator

Procedures:

The safety of students and staff is a priority in our school. We make every effort to ensure that children and staff are not put at risk.

Our school is insured under O Driscoll O Neill and a 24 hour policy underwritten by (Files in Eavans Office) is in place for all children.

We have a comprehensive School Safety Statement

Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard and in the school garden.

All staff are familiar with and follow procedures in the event of an accident

There are 4 adults on yard duty at any one time.

### **Minor Accident/Injury**

When a child suffers an injury, that injury will be assessed by the adult nearest to them.

All adults will be expected to deal with all minor injuries and record them in the Black Yard Book

If deemed necessary the child will be taken to our Sick Bay which is located at the Yard Door and in close proximity to the Staff Room

No medicines are to be administered

Cuts may be cleaned and plasters applied

An ice-pack or cold object may be applied

Disposable surgical gloves must be worn at all times

Parents are informed at the end of the school day

### **Serious Accidents/Injury**

If considered safe to do so, the injured party is taken to the sick bay. The parents/guardians are immediately informed. The child will be kept under observation until their parents/guardians arrive. They will be informed of the events and of the suspected injury then advised to seek medical attention

If it is not considered safe and there is a concern for the health and safety of the injured party they should not be moved. Immediate professional help must be sought by phoning 999/112

Children will only be taken to hospital by ambulance or directly by their parents/guardians.

On rare occasions the staff may agree that taking the child to Accident and Emergency in a private car is the only prudent option particularly in the case of rapid blood loss. Parents will be kept informed of developing situation and travel to the hospital independently.

### Categories of Injury/School Procedures:

Our 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.

All accidents are recorded in the Yard Book.

Serious accidents are recorded using accident form

Minor cuts / Bruises	Sprain	Severe Bleeding	Shocks/ Faints	Burn Scald	Unconsciousness	Stings	Head Injury
Wear gloves	Apply ice pack	Wear Gloves	Lie casualty down	Remove casualty from danger	Seek medical help	Wear Gloves	Wear Gloves
Clean wound	Elevate injury	Act Instantly	Legs raised above level of heart	Cool burnt area under cold running water	Place the casualty in recovery position	Remove sting	Apply ice /cold compress
Remove small bodies	Rest	Lie the injured party down	Loosen any tight clothing	Remove rings or tight fitting accessories	Check for broken bones	Apply waspeze	Rest
Apply plaster		Press down on wound with a clean dressing	Ensure there is fresh air	Do not remove objects stuck to skin	If casualty stops breathing artificial respiration is applied	Reassure casualty	Reassure casualty
Inform class teacher	Inform class teacher	Treat for shock	Keep others away	Minor burn use burneze	Keep others away	Inform class teacher	Inform class teacher
Teacher observation	Teacher observation	Get Help! Contact casualty	Reassure the casualty	Teacher observation	Reassure the casualty	Teacher observation	Teacher observation
Inform Parents/Guardian	Inform or Contact Parents/Guardian	Contact Parents/Guardians	Contact Parents/Guardians	Contact Parents/Guardians	Contact Parents/Guardians	Contact Parents/guardians	Contact Parents /Guardian

**Evaluation:**

The success of this policy is measured by the following criteria:

Maintaining a relatively accident free school environment

Positive feedback from staff, parents/guardians, children

Continual yard observation of behaviour by all staff engaged in supervision duties

Monitoring and evaluation at staff meetings

**Ratification:**

This policy was ratified by BOM on

Principal \_\_\_\_\_Dermot Stanley\_\_\_\_\_

Date\_\_03.2018\_\_\_\_\_

Chairperson \_\_\_Catherine Cosgrave \_\_\_\_\_  
\_\_\_\_\_

Date\_\_\_\_03.2018

This policy will be reviewed on \_\_\_\_\_