



FIRST AID POLICY

This policy sets out how we at Canal Way ETNS deal with administering and managing First Aid 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.

First Aid is immediate care that is given to an injured or suddenly ill person. First aid does not take the place of proper medical care. It consists only of providing temporary assistance until competent medical care, if needed, is obtained or until the chance for recovery without medical care is ensured.

("First Aid, CPR and AED; Emergency Care and Safety Institute, 2010)

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.

This policy has been updated August 2020 to comply with the new guidelines on COVID 19, all staff will follow current school policy and guidance as updated from the HSE and NPHET.

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 the physical safety and well beings of all staff and pupils
- 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, consistent 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 beside the Medication Storage Box. Relevant procedures are outlined in the Chronic Illness Policy are 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.

Details of those with First Aid responsibility:

Health and Safety Officer: Deputy Principal

First Aid Officer: Assistant Principal

Fire Drill Coordinator: Deputy Principal

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.
- During the pandemic all staff will use PPE when administering first aid as it will not be possible to maintain social distancing.
- Our school is insured under a 24 hour policy 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 adults on yard duty at all times when children are present.

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 Yard Book
- If deemed necessary the child will be taken to our first aid station, where first aid supplies are 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 if the class teacher deems necessary.

Serious Injuries:

If considered safe to do so, the injured party is taken to the first aid area. 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. An accident report form will be filled out and given to parents as soon as possible. There is a carbon copy booklet in the staff room. The principal, deputy principal or assistant principal will sign off on this form and a copy will be retained in the accident report form booklet.

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 for medical attention.

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 the situation as it develops and they will be asked to travel to the hospital independently.

Sprains:

- In the event of a suspected sprain, the process of RICE: rest, ice, compress and elevate is implemented
- Parent/s are contacted
- Teacher observation is maintained

Head Injuries:

Any injury to the head is assessed very carefully. Parents are informed of all head injuries.

- If it is a slight bump with
 - (a) no discolouration
 - (b) no noticeable swelling
 - (c) no bleeding
 - an ice pack is applied
 - the child is kept under observation in the secretary's office until the first aider examines the head injury again and deems it appropriate for the child to return to normal activities.
 - parents/guardians are contacted by telephone or in person to notify them of the incident.
- If it is a more serious injury where there is any of the above (a-c) present, and there is the slightest possibility that the child may be deemed to be suffering from concussion or shock, the same procedures as above are followed AND the teacher will contact the parents and or 112 as soon as possible. It is the policy of CWETNS to treat ALL head injuries as potentially serious.
- While awaiting the arrival of the medical help, the injured child will be accompanied by an adult and kept as comfortable as possible.

Eye Injury:

Foreign objects in the eye

- Lift the upper lid and have the child blink a few times
- Hold the eyelid open and gently rinse with running water
- Examine the lower lid by pulling it down gently - if the object is seen, remove it

with a moistened sterile gauze or clean cloth

- Examine the underside of the upper lid by grasping the lashes of the upper lid, if the object is seen remove it with a moistened sterile gauze or clean cloth
- If unsuccessful, keep child comfortable and contact parents

Cuts to the eye area

- If the eyeball is cut do not apply pressure on it. If only the eyelid is cut, apply a sterile or clean dressing with gentle pressure
- Have the child keep the uninjured eye closed
- Call for medical help, call parents

Blows to the eye

- Apply an ice or cold pack for about 10 minutes to reduce pain and swelling. Do not apply it directly on the eyeball or apply any pressure on the eye
- Contact parents
- If serious injury seek medical care, particularly if there is pain, double vision or reduced vision

Suspected Broken Nose

- Call for medical help, call for parents
- If bleeding, provide care as for a nosebleed
- Apply an ice or cold pack to the nose for 10 minutes. Do not try to straighten a crooked nose.

Mouth Injuries

Bitten lip or tongue:

- Apply direct pressure with a sterile/clean moistened cloth
- Apply a localised ice or cold pack
- If the bleeding does not stop seek medical help
- Contact parents

Knocked out tooth:

A tooth can be successfully re-implanted (by a dentist) within 30 minutes

- Contact parents
- Have the child rinse his/her mouth and place a rolled gauze pad in the socket to control bleeding
- Find the tooth and handle it by the crown, not the root. Do not place the tooth in

water. Have the child spit into a cup and place the tooth in the spit.

- Advise parents to get the child to the dentist promptly so the tooth can be reimplanted. If more serious injuries exist seek medical care

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

Severe Bleeding

- Sit or lie the injured party down
- Put on gloves and press down on wound using a compress/folded cloth
- 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
- Contact 112
- Contact parents

Burns/Scalds

- Immediately remove child from danger area
- Cool burnt area with cold running water for at least five minutes
- Remove rings etc. and other tight fitting accessories
- Do not remove objects stuck to skin
- Apply burn gel to the affected area
- Maintain observation of the child
- Contact parents and if serious, call the doctor

Unconsciousness

- Ring for medical help, Ring for parents

- If breathing, place child in recovery position
- If the subject is not breathing, CPR is carried out until the Defibrillator arrives on scene. Defibrillator kept in reception area.
- Other children are kept away

Stings/Bites

- Remove the stinger, if possible
- Wash the area thoroughly using soap and water
- Place an ice pack wrapped in a cloth on the affected area
- Observe for signs of infection such as pain, redness or swelling
- Teacher observation of the child's general well-being is maintained
- Call the doctor if any of the following are observed: wheezing, swelling on the face, difficulty in breathing, tight feeling in the throat, body turning blue
- If case is serious, parent/s are contacted

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 and a copy is given to parents/guardians

Staff will undergo first aid training on a regular basis- this will be monitored and kept up to date by the First Aid Officer.

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 and Communication

This policy will be in operation in the school year _____, having been ratified by Staff and BoM. Every teacher will be provided with a copy of this policy for their files.

Date of next policy review: _____

Signed on Behalf of the Board of Management:

Chairperson: _____ Date: _____

Principal: _____ Date: _____