

# **Cabinteely Community School**



## **First Aid Policy and Procedures**

**Ratified 23 January 2023**

## **1. Purpose**

This policy sets out how we at Cabinteely Community School deliver First Aid 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 students arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe, and all safety precautions must be adhered to.

The golden rule of First Aid is Safety First, never put your own or the patient's safety in danger by performing an act you are not qualified to perform.

All members of staff are offered basic first aid training including CPR Training. Those who participate in the training may be called upon if needed.

## **2. First Aid Administration**

### **2.1 First Aid Training**

- Each year staff are offered the opportunity to participate in basic First Aid Training with an external company as part of Continuing Staff Development.
- It is hoped that all staff would do basic First Aid training and some staff will have advanced First Aid training.
- If a student suffers an injury, it will be assessed by the staff member nearest to the student.
- Training will be offered to some senior students.
- All staff will be expected to deal with all instances of minor first aid.
- Disposable surgical gloves must be worn at all times.
- A minor cut will be cleaned with an antiseptic wipe.
- Plasters to be used where bleeding hasn't stopped from applying pressure with antiseptic wipe and to keep the wound clean from infection.
- An ice-pack or cold object will be applied in the event of a bang but will not be applied to the head. If a student requires First Aid, they must be accompanied to the office.
- Depending on the severity of the injury, a First Aid trained staff member may be required to support in providing First Aid
- In the event of an emergency, if any adult in school is concerned for the health and safety of the student following an injury, they must call 999/112.
- Students will only be taken to hospital by ambulance or directly by their parents. Staff will not transport students to hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.

- After School Clubs will follow the same First Aid procedures.

## 2.2 Administration of First Aid: Checking an Injured or Ill Person

- CHECK the scene for safety, form an initial impression, obtain consent, and use personal protective equipment (PPE).
- If the person appears unresponsive, CHECK for responsiveness, breathing, life-threatening bleeding or other life-threatening conditions using Shout-Tap-Shout

**Shout-** “Are you ok?”

**Tap-** The person on the shoulder

**Shout-** For someone to call 9-9-9

Note: CHECK for no more than 10 seconds.

If the person does not respond, responds but is not fully awake, is not breathing or is only gasping, or has life-threatening bleeding or another obvious life-threatening condition, CALL 9-9-9 and get equipment, or tell someone to do so.

Then, give CARE based on the condition found and your level of training and continue your check to determine if additional care is needed.

**Note:** For a person who is unresponsive and not breathing, start **CPR** and use the **AED** immediately. (**Automated External Defibrillator**) (Located in reception).

If the person is responsive or responds to stimulation and is fully awake and does not appear to have a life-threatening condition:

- Interview the person (or bystanders, if necessary), ask questions about signs and Symptoms, Allergies, and Medications and Medical conditions (**SAMM**)

Do a focused check based on what the person told you, how the person is acting and what you see.

- Do not ask the person to move:**
  - if you suspect a head, neck or spinal injury.
  - any area of the body that causes discomfort or pain.

**Note:** As you check the person, take note of any medical identification tags.

- After completing the CHECK step, **CALL 9-9-9** and get equipment, or tell someone to do so (if needed). Then, give CARE based on the condition found and your level of training.

## 2.3 Treatment Procedures

### **i. Minor Cuts and Bruises**

- Wearing disposable gloves clean around cuts using cotton pad and water or antiseptic wipes, cleaning from the centre outwards.
- Check for any small bodies which may be embedded in the wound.
- Place a plaster on the wound if necessary for comfort or hygiene.

### **ii. Sprains/Bruises**

- Ice pack is applied and, if possible, the affected area is elevated.
- Teacher observation is maintained
- Parents will be contacted by phone by the relevant year head, CT, subject teacher or office.

### **iii. Nose Bleeds**

- Do **NOT** tilt the head back. Have the casualty sit up straight and lean slightly forward.
- Pinch the casualty's nose just below the bridge and apply constant pressure for 5 minutes. If the bleeding hasn't stopped continue treatment for 5 more minutes.
- An icepack may be applied to the back of the neck.
- Seek medical help if it does not stop after 10 minutes of pressure
- Seek medical help immediately if the bleed follows a blow to the head or face.
- Parents will be contacted by phone by the relevant year head, CT, subject teacher or office.

### **iv. Head Injuries**

- All head injuries are potentially serious
- Treat as appropriate for either bruising or bleeding
- In addition, observe the child carefully looking out for signs of concussion such as:
  - Double vision,
  - Blurred vision,
  - Inability to focus
  - Dizziness
  - Inability to respond appropriately to simple questions
  - Nausea,
  - Pallor,
  - Clamminess.
- Always contact parents so that they may continue to watch out for signs of concussion.
- If serious contact ambulance.

### **v. Eye Injuries**

- All eye injuries are potentially serious.
- If there is something in the eye, the eye may be irrigated with sterile water from a first aid kit.
- For bruising/black eye an icepack may relieve pain and reduce swelling.
- If there is cause for concern both eyes should be covered with a loose sterile dressing and medical help should be sought promptly. Phone 999.
- Parents will be contacted by phone by the relevant year head, CT, subject teacher or office.

## **2.4 Dealing with Common Illnesses and Infections**

- Any student who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- All junior students have to be collected by a parent/guardian or family member over 18.
- Any student 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/guardian to ensure that the health and safety of everyone at school is considered when deciding when to return their student to school.
- If a student is found to have live head lice, their parents will be informed by the HSCL person/Year Head. All of the other students in that class will be given a standard letter regarding head lice and its treatment to take home, asking their parents/guardians to inspect their heads and to treat any infestation accordingly.
- The parents/guardians of any student suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the student. If it is minor, they will be asked to seek advice about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections.

## **2.5 Dealing with a Suspected Case of COVID-19**

Staff or pupils should not attend school if displaying any symptoms of COVID-19.

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

- If there is a suspected case the Principal and the Deputy Principal are to be notified immediately.
- If the person with the suspected case is a student, the parents/guardians will be contacted immediately.
- If the person is well enough to go home we will arrange for them to be transported home by a family member, as soon as possible and advise them to check with the HSE.
- If they are too unwell to go home or advice is required, we will contact 999 or 112.
- We will then carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.
- If a staff member starts displaying symptoms of Covid-19, they should inform the principal or deputy principal (in her absences) immediately. Cover will be arranged and they must leave the school building as soon as possible. They should inform their general practitioner or the HSE by phone of their symptoms. If they are too unwell to go home or advice is required, we will contact 999 or 112.

## **2.6 Intimate Care**

See Intimate Care policy for details.

## **3. Student Medical Needs**

### **3.1 Awareness of Medical Needs**

- On the school's Enrolment Form, parents are requested to inform the school of any medical condition or allergy from which their student may suffer and advice on how to treat.
- Relevant information and appropriate treatment protocol is retained in the office and is in the student's medical tab on VS Ware.
- It is the parent's responsibility to notify the school of any changes in existing medical conditions.
- At the beginning of each academic year, Year Heads will pass on relevant medical information regarding students in the handover/welcome meeting.
- If a student is taken ill whilst in the classroom, the teacher will assess the condition of the student and if they feel that the student needs to go home, they will send the student to their Year Head accompanied by a student or staff member
- The main office and admin staff will arrange for parents (or other contact as prioritised by the parent) to be contacted.

### **3.2 Administration of Medicines**

- Parents must advise the school if their child requires medication regularly, periodically, occasionally or in an emergency for a pre-existing condition
- Parents who wish their child to take over the counter medication need to provide that medication to their child or inform the office and come to the school to give the medication.
- School staff will not administer medicines unless an administration of medication form has been completed by parent.
- Any medication that is required to be on school premises will be kept in the Main Office.
- Parents may administer non-prescribed medicines during the school day themselves by prior arrangement with the school.
- The parents of any student with an existing medical condition who may require hands on medical attention must advise the school and Year Head and provide any medication (such as epi pen) to ensure the appropriate care is given under the correct circumstances.
- Parents of students that have provided medication as outlined above must ensure that all medicines to be administered are in the original container, clearly labelled with the student's name, dosage and frequency.

## **4. First Aid Equipment**

### **4.1 First Aid Station**

The First Aid Box is located in the main office/reception area and specific rooms on the wall near the teacher's desk. These rooms are:

- Home Economics Room
- Engineering Rooms

- Construction Room
- Art Rooms
- Science Rooms

#### **4.2 Contents of First Aid Box**

- Dressings
- Disposable Gloves
- Antiseptic wipes
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Portable ice-packs.
- Scissors

#### **4.3 AED/Defibrillator**

The AED is kept in the Main Office in Reception and this should be checked every month for battery life and also serviced yearly to ensure working order.

Training is provided to a group of staff each year to ensure they are comfortable using the device.

### **5. Informing Parents and Logging Injuries**

- Parents/guardians will be informed of injuries via a phone call or text message if deemed appropriate.
- Where the student is very distressed or the injury is significant, parents/guardians will be informed by phone.
- It is the responsibility of the attending member of staff to decide what a “significant injury” is. They will make a common-sense judgement as any responsible parent/guardian would, and take into account the specific needs of the student concerned.
- It is the responsibility of the staff member present at the time of the incident to complete the hardcopy of the NIMS form which is available in the office.
- The completed NIMS form must be given to the clerical officers to input in the State Claims Agency online accident reporting system.
- All injuries, however insignificant, must be recorded.
- When informing parents by phone, the first contact should be phoned. If the clerical officer has not been able to speak directly to the first contact, then the second contact 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. If contact can’t be made with a family member of the child, an appropriate adult should travel with the injured person.

## 6. Provision for First Aid

- First Aid kits, which are available in the school office, must be carried by the teacher/supervising adult whenever they take students off site.
- All of the medical supplies will be monitored and replenished as necessary. All staff are responsible for alerting the clerical officer if they become aware that a particular First Aid Kit requires re-supplying.

This policy was ratified by the Board of Management of Cabinteely Community School and will be reviewed in the academic year 2023/4

Signed: \_\_\_\_\_(Chair)

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

Signed: \_\_\_\_\_(Principal)

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