



## **Scoil Cholmáin Naofa**

### **First Aid Policy**

#### **First Aid Procedures**

Any First Aid rendered by the school is intended to be purely of a temporary nature. Injuries should be fully examined by parents/guardians when children arrive home.

Minor injuries are treated with water, ice packs or band-aid.

Notices are posted in the office and the staffroom detailing:

- Arrangements for giving first aid.
- Location of first aid boxes.
- Procedure for calling ambulances etc.
- Telephone numbers of local doctor, hospital and Garda.
- Details of children with Chronic Health Conditions e.g. Asthma, Diabetes, Epilepsy and Nut Allergy (See Managing Chronic Health Conditions at School policy)

#### **First Aid administered at the Office:**

- Deep cut, any bump to the head, sprained or twisted ankle/wrist or other more serious injuries.
- Child will be sent straight to the office from the playground with an SNA to assist

First Aid will be administered by a staff member with a First Aid qualification.

- A record is kept of all children to whom First Aid has been administered. (see document 1.2)
- A phonecall is made to parents requesting them to take a look at the child and consider whether the child shall remain in school or be taken home for further treatment.
- If a parent decides to take their child home following such an incident, they are asked to sign their child out. ( see document 1.3)
- Should the parent not be contactable after every effort has been made (all numbers for the child tried) the child shall return to class and be monitored by the class teacher while further efforts are made to make contact with the child's parents.
- In more serious cases where the child need immediate medical attention and the parents cannot be contacted an ambulance will be called. If the parents have not

arrived by the time the ambulance arrives a member of the teaching staff and one other staff member will accompany the child to the hospital and wait until the parent/guardian or family member arrives.

- There will be a follow up call/s from the school to enquire how the child is progressing at the hospital.

- **Accident Reports**

An accident report (see document 1.4) shall be filled and signed **on the day** of the accident **by the teacher who sent the child to the office for treatment** and **by the person who administered any treatment**. All accident reports are stored in the school office and are not to be removed.

### **Accidents during Class Time**

In the case of an accident that takes place during class time (in class, PE lessons) the class teacher will follow the same procedures and fill out an accident report on the same day, which is then to be filed in the office.

### **Procedures for Collecting Sick Children**

Phonecall made to parents requesting them to take a look at the child and consider whether the child shall remain in school or be taken home for further treatment.

If a parent decides to take their child home following such an incident, they are asked to sign their child out. (see document 1.3)

### **Procedures for First Aid Administered Off School Grounds e.g. Swimming pool, Football/ Rugby blitz, football matches etc.**

- A First Aid kit is taken on all off school premises games, tours, field trips, concerts etc. Basic first aid is administered if necessary. If an accident is of a more serious nature the school will be called and the school secretary or Principal will make contact with the pupil's parents.
- In more serious cases where the child needs immediate medical attention and the parents cannot be contacted an ambulance will be called. If the parents have not arrived by the time the ambulance arrives a member of the teaching staff and one other staff member will accompany the child to the hospital and wait until the parent/guardian or family member arrives.
- An accident report will be filled out on return to the school.

### **Ratification:**

The policy was ratified by the Board of Management on 13/11/2012.

Michael Donnellan

Date: 13<sup>th</sup> November 2012

Chairperson, BOM