

# **St Louis Community School, Kiltimagh, Co Mayo**

## **POLICY FOR THE ADMINISTRATION OF FIRST AID**

### **Principles**

All incidents, no matter how trivial, whether to employees, pupils or members of the public must be reported immediately to the Principal via the Admin Office. An accident report file will be maintained for the recording of all accidents, incidences and injuries.

If a child suffers an injury, it will be assessed by the staff member nearest to the child at that time.

A minor accident or injury is one where a child has received scrape, graze, bump or minor cut to arm, leg or body.

A serious accident or injury is one where child has received injury which may require further treatment. All head or eye injuries are considered to be potentially serious. Severe bleeding and suspected broken bones are serious.

It is the responsibility of the attending staff to decide whether an injury should be considered 'serious'. They will make a common sense judgement as any responsible parent would, and take into account the specific needs of the child concerned. The assistance of qualified First Aiders, the Principal or any other staff member should be sought if the injury appears to be serious

Students are expected to behave at all times with consideration for both their own safety and the safety of others. Failure to do so is dealt with under the school's Code of Behaviour.

The Board of Management accepts that despite the best efforts of school staff at prevention, accidents can and will happen. On these occasions teachers are expected to exercise the standard of care of a reasonable and prudent parent.

The Board of Management will seek volunteers from members of staff to act as First Aiders and will fund the training, development and qualification of these volunteer First Aiders.

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 temporary nature and to be the minimum level of medical care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when children arrive home.

Contact Numbers Parents/guardians are asked to provide at least two emergency contact numbers at the start of each school year. It is the responsibility of the parents to ensure these numbers are updated as necessary. These numbers are available at all times in the school secretary's office.

## **Accident/Injury Procedures to be followed:**

### Minor Injuries

A minor accident or injury is one where a child has received scrape, graze, bump or minor cut to arm, leg or body.

In the case of a minor injury

- Injured student to be accompanied by two other students to the school office for access to the medical room.
- A qualified First Aider will be contacted and will assess/treat the injury as appropriate.
- An accident report will be completed

### Serious Injuries

A serious accident or injury is one where child has received injury which may require further treatment. All head or eye injuries are considered to be potentially serious. Severe bleeding and suspected broken bones are serious.

In the case of a serious injury

- Two students to be sent to the school office to request EMERGENCY FIRST AID
- A qualified First Aider will be asked to attend the required location and wherever possible a second qualified First Aider will be contacted to assist.
- If the considered opinion of the attending staff is that immediate professional help is required then an ambulance is called and Parents/Guardians will be contacted.
- The qualified First Aider(s) will assess/treat as appropriate.
- An accident report will be completed.

## **Treatment Procedures**

Only a qualified First Aider is able to provide treatment

Minor Cuts and Bruises • Wearing disposable gloves clean around cuts using cotton pad and water, 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. • Sprains/Bruises • Ice pack is applied and, if possible the affected area is elevated. • Teacher observation is maintained • If in doubt parents are contacted by phone.

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 and contact parents if the bleed does not stop after 10

minutes of pressure. • Seek medical help immediately if the bleed follows a blow to the head or face.

**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

**Eye Injuries** • All eye injuries are potentially serious. • If there is something in the eye the eye may be irrigated with sterile water. • 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. • Contact parents

**Stings** • If the sting is still in the skin (eg bee sting) it is important to remove it. Scrape it out carefully with the edge of a card/knife/fingernail. • Apply an ice pack to reduce inflammation and swelling. The small local reaction (itching and/or swelling ) will go away over time. • If you see signs of a general allergic reaction (swelling of the mouth or lips, difficulty breathing) get medical help urgently. Phone 999 or 112.

**Faints and Shocks** • Place the casualty in the recovery position • Check vital signs • Ensure there is fresh air • Reassure casualty • Contact parents

**Burns/ Scalds** • Remove child from danger area • Cool burnt area with cold running water for at least 10 minutes • If possible remove rings etc • Do not remove objects stuck to the skin • Contact parents/doctor.

**Severe Bleeding** • Act instantly-GO, Go, Go! • Send for help • Apply direct pressure with your hand, a sterile dressing or a lint free cloth. Raise the limb if no other injury is present. • Do NOT use a tourniquet. • Do NOT remove an impaled object. • Do NOT remove a dressing once it has been put in place. • Treat for shock • Contact parents • If very serious contact ambulance

**Unconsciousness** • Send someone to phone ambulance • Send someone to phone parents • Check vital signs • If subject is not breathing commence artificial respiration • If subject is breathing but you suspect broken bones in neck or back do not move them. Otherwise place the child in the recovery position.

## Personal Protective Equipment

When administering First Aid, a qualified first aider will wear gloves and an apron. These requirements may be added from time to time in response to Public Health Advice.

## Record Keeping

All incidents, no matter how trivial, whether to employees, pupils or members of the public must be reported immediately to the Principal via the Admin office. An accident report file will be maintained for the recording of all accidents, incidences and injuries.

Where First Aid is administered a record will be kept in the First Aid book and include the date, name and location of injured student, nature of injury, action taken and the signature of the qualified First Aider

An Accident Report Form must be completed signed by both the attending qualified First Aider and the Principal. A copy of this report will be attached to the school journal.

## Informing Parents

The attending qualified First Aider will inform parents of minor injuries through a note in Homework Journal. It is school policy that parents check the Homework Journal daily thereby ensuring that this note will be seen.

Where the student is very distressed or the injury is significant, parents will be informed by phone, usually by the School Secretary.

Parents/guardians are asked to provide at least two emergency contact numbers at the start of each school year. It is the responsibility of the parents to ensure these numbers are updated as necessary. These numbers are available at all times in the school secretary's office. •

When informing parents by phone Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the Secretary has not been able to speak directly to Emergency Contact 1, then Emergency Contact 2 should be contacted and a voice message left if necessary. If no contact is made an ambulance will be called if the injury is considered serious.

## Resources

First Aid resources are available for use at all times in all practical rooms. First Aid bags are stored in the Staff room next to the school office and in the lift lobby on the second floor

Teachers who take children off-site must take a First Aid kit with them. Travel First Aid kits are available for teachers to take with them on school outings and Sports First Aid Kits are available for all school sports teams. These kits can be collected from the staff room next to the school office.

Contents of First Aid Kits

As a minimum First Aid kits in rooms will contain Disposable gloves, Cotton pads, Hypoallergenic plasters (knee and finger sizes).

As a minimum First Aid bags will contain Instant Ice Packs, Hypoallergenic Plasters, Disposable Gloves, Cotton Pads, Sterile Dressings, Triangular Bandages, Absorbent Lint, Bandage Scissors.

As a minimum Travel and Sports Kits will contain: First Aid Guidance Leaflet, Plasters, Gloves, Alcohol Free Wipes, Instant ice packs, Burn Blot, Sterile Dressing.,

An AED is available in the lift lobby on the second floor. Only qualified First Aiders/cardiac first responders can use the AED.

These resources will be checked regularly by a nominated member of staff and restocked as required.

### **Evaluation**

The success of this policy is measured by a set criteria

- Maintaining a relatively accident free school environment.
- Positive feedback from staff, parents and pupils.
- Monitoring and evaluation at staff meetings.

### **Review**

To be reviewed every TWO YEARS ie no later than October 2022.

Mr. Patrick J. Kilbane



Chairperson of the Board of Management

Date: 6<sup>th</sup> October 2020