

**Cloontuskert N.S.  
Cloontuskert,  
Lanesborough,  
Co. Roscommon.  
N39 AT80.  
Roll No. 18116S**



## **Accident and First Aid Policy**

**Reviewed: January 2025**

## **School Accident and First Aid Policy**

### **Introduction**

This policy sets out how staff in Cloontuskert N.S. 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 children arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient, is kept safe.

### **Rationale**

The formulation of this policy enables our school to effectively;

- Provide for the immediate needs and requirements of students, staff and ancillary staff who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

### **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 small break time and big break time. The school's Health and Safety Representative is Lorraine Collins (Teachers' rep). The First Aid Officer and Fire Drill coordinator is also Lorraine Collins.

### **Aims/Objectives**

- To ensure the physical safety and wellbeing of all staff, ancillary staff and pupils.
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner.
- To provide training for staff with the effective use of outside expertise so that children have access to proper interventions.
- To comply with all legislation relating to safety and welfare at work.

### **Procedures**

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children, staff member or ancillary staff member is put at risk;

- Relevant medical information on all pupils is obtained at time of enrolment on a section of our enrolment form. Parents/Guardians are subsequently asked to give further details on our Medical Condition and Administration of Medicines form, Allergy Details form, and Procedure in the event of a Medical Emergency form .
- The onus is on Parents/Guardians to keep the school informed of any changes to any of their contact

details or medical information with regard to their child. A reminder is sent home each September regarding relevant emergency phone numbers.

- Before a new academic year begins, teachers will pass on relevant medical information regarding children in the handover of classes.
- A comprehensive school Safety Statement is revised annually whereby all hazards are identified and remedial measures are outlined. An annual safety check of the school grounds and buildings is carried out whereby all hazards are identified and remedial measures are outlined and presented to the principal for her attention.
- The school is insured under Allianz Insurance and a 24 hour policy, underwritten by Allianz Insurance is in place for all children enrolled in the school.
- The provision of specialist first aid training for staff has been identified as a priority by Board of Management
- Each staff member is aware of her duty of care towards all children. All staff use a range of classroom organisation strategies to maximise classroom safety for children. Likewise, there are agreed rules and activities for outdoor break times to minimise risk of harm to children during outdoor play.
- Safety procedures are discussed with children before potentially hazardous equipment in art, science or P.E.
- Safety issues are also addressed through the S.P.H.E. programme, e.g. water safety, road safety, steps to take in an emergency etc.
- Positive behaviour and respect for others are encouraged at all times.
- The teacher on yard supervision records a list of those injured during breaktime.

### **First Aid**

The school takes First Aid training seriously and the provision is made regularly by the Board of Management for the up-skilling in first aid. There is a fully equipped first-aid box located in the Office and a portable one for bringing on school trips.

The first aid equipment is fully compliant with legislation and guidelines as set out in the “Guidelines on Managing Safety, Health and Welfare in the Primary School”. Below are our agreed procedures for when first-aid will be administered. The first-aid equipment is regularly updated by Lorraine Collins and the contents are replenished when deemed necessary.

### **Minor Accident/Injury**

The injured party is initially looked after by the attending teacher. If deemed necessary, the child will be taken by the attending teacher/SNA to the Office for basic first aid. At this juncture no medicines are administered but minor cuts are cleaned with medi-wipes and bandages/plasters applied if deemed appropriate by the attending teacher. The use of plastic gloves is advised at all times. Sprains or fractures will not be bandaged. The class teacher is notified. The attending teacher will record events on the School’s Incident Report Form.

### **More Serious Accidents/Injuries**

The injured party is initially looked after by the attending teacher following standard procedures as outlined in the following section: Categories of Injury and Standard Procedures. If considered safe to do so, the injured party is taken to his/her classroom. The class teacher and the Principal/Deputy Principal

are informed by the attending teacher. Parents/guardians (or if not available the person nominated to be contacted in case of an emergency) are immediately informed by the Principal/Deputy Principal, particularly if there is a suspicion of broken bones/head or eye injuries. Sprains or fractures will not be bandaged. The child is kept under observation by the attending teacher until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible. The attending teacher will record events on the School's Incident Report Form.

### **Very Serious Injuries (in classroom/yard)**

The injured child is initially looked after by the attending teacher. The class teacher and Principal/Deputy Principal are informed by the attending teacher. In the event of a very serious injury, parents/guardians (or if not available the person nominated to be contacted in case of an emergency) are immediately contacted by the Principal/Deputy Principal. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. Children will be taken to hospital by ambulance or directly by their parents. However, where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members will take a child into Accident and Emergency without delay. Parents are kept informed of developing situations. The attending teacher will record events on the School's Accident Record Form.

### **Defibrillator**

There is one defibrillator in the school, located outside the far left entrance door. All staff are trained in how to use the defibrillators.

### **Categories of Injury and Standard Procedures**

#### ***Minor Cuts and Bruises***

Method:

- Clean around cuts using antiseptic wipe/cloth, cleaning from the centre outwards
- Gloves are used at all times to reduce risk of spread of infection
- A check is carried out to locate small bodies which may be embedded in the wound
- Plaster, gauze or lint is placed on the wound
- Teacher observation is maintained

#### ***Sprains/Bruises***

Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- Sprains or fractures will not be bandaged
- If in doubt, Principal/Deputy Principal are informed
- Parents/guardians are contacted
- Teacher observation is maintained

#### ***Faints and Shocks***

Method:

- 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
- Principal/Deputy Principal are informed
- Contact parents/guardian

### ***Severe Bleeding***

Method:

- Act instantly
- Sit or lie the injured party down
- Press down on wound using gloves
- 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
- GET HELP!
- Principal/Deputy Principal are informed
- Ring for an ambulance
- Contact parents/guardians

### ***Burns/Scalds***

- Immediately remove child from danger area
- Cool burnt area with cold running water
- Remove rings etc. and other tight fitting accessories
- Do not remove objects stuck to skin
- In the event of a minor burn, Burncare (available from the first aid kit in the Office) is used
- Ring for an ambulance
- Contact parents/guardians

### ***Unconsciousness***

- Place child in recovery position
- GET HELP!
- Ring for medical help
- Principal/Deputy Principal are informed
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied
- Other children are kept away
- Ring for an ambulance
- Contact parents/guardians

### ***Stings/Bites***

- Principal/Deputy Principal are informed
- If case is serious, parent/s are contacted

The 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.

### ***Asthma Attack***

Symptoms of an asthma attack can include one or any combination of the following:

- Coughing
- Wheezing
- Shortness of breath
- Difficulty finishing sentences
- Chest tightness
- Lips turning blue

If the attending teacher feels that a child may have an asthma attack coming on, he/she will guide follow the procedure as laid out in the 5 Step Rule:

**Step one:** Sit up and stay calm – do not lie down

**Step two:** Take slow, steady breaths.

**Step three:** Take one puff of your reliever inhaler every minute. This is usually the blue inhaler. Children under 6 years of age can take up to 6 puffs in 10 minutes. People over 6 years can take 10 puffs in 10 minutes.

**Step four:** If your symptoms do not improve after ten minutes, or if you're worried at any stage, call 999 or 112.

**Step five:** If an ambulance has not arrived after 10 minutes, then repeat step 3.

If someone is having an asthma attack, they will not be left on their own. A spacer will be used if available. Parents will be contacted and advised to bring their child to a healthcare professional afterwards.

[Asthma Adviceline & COPD Adviceline]

### **Record Keeping**

Accidents/injuries necessitating First Aid are recorded on a School Incident Report Form [see Appendix 1] which is kept in the Office.

### **Informing Parents**

Parents will be informed of injuries through notes in homework journals or by phone. Where the child is very distressed or the injury is significant, parents will be informed by phone. It is the responsibility of the attending adult to decide what is a "significant injury." They will make a common sense judgement as any responsible parent would, and take into account the specific needs of the child concerned. It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the parent. All injuries, however insignificant, must be recorded on an accident report form. These reports are then stored in the office.

### **Specific Medical Conditions**

Please refer to the 'Administration of Medicines Policy' for information concerning children who have asthma, diabetes, epilepsy, anaphylaxis, or any medical condition that warrants the administration of prescribed medication,

### **Reporting of Accidents to the Health and Safety Authority (HSA)**

The principal has the responsibility for the reporting of specific accidents to the Health and Safety Authority. Reportable incidents must be reported online using <https://webapps.hsa.ie/Account/Login>. Below are the types of accidents which must be reported.

- An injury sustained by a teacher in the course of their employment, which prevents them from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays, Sundays and bank holidays.
- The death or injury of a student while attending school or on a school related trip/tour that requires treatment by a registered practitioner. The school will keep a record of all accidents which occur for a period of ten years.

Dangerous occurrences (see [www.hsa.ie](http://www.hsa.ie)) must also be reported to the Health and Safety Authority online using <https://webapps.hsa.ie/Account/Login>

The school also recognises the requirement to report certain accidents to the insurer. The Board of Management has placed its confidence in the Principal and the Health and Safety Representative to conduct an investigation into all incidents and accidents. Information in relation to accidents and near-misses will be recorded on an accident report form and then filed into an accident report folder. The school will ensure that the information gleaned in the Accident Report form is reviewed and control measures put in place to ensure a similar accident is avoided in the future.

### **Evaluation**

The success of this policy is measured from set criteria;

- Positive feedback from staff, parents, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

### **Ratification of Policy**

This policy will be presented for ratification at the next Board of Management meeting and will be reviewed annually and amended if necessary.

Signed: \_\_\_\_\_

Principal

Chairperson of Board of Management

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



## Incident Report Form (Pupil)

Name of Pupil: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Class: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Staff Member Reporting: \_\_\_\_\_

Post Held: \_\_\_\_\_

### Details of Accident

Location: \_\_\_\_\_

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

Time: \_\_\_\_\_

How did the accident occur?

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What was the presenting complaint/injury?

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What action was taken/treatment given and by whom?

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Were the pupil's parents/guardians contacted? (Give details - when/how/by whom?)

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Witnesses (if any):

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Other person(s) to whom incident was reported:

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Signed: \_\_\_\_\_ (Person Reporting)

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