

Patrician Academy

First Aid Policy

Rationale

The formulation of this policy enables our school to effectively:

- Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury
- Ensure that adequate resources and procedures are in place to deal with accidents/injuries 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

This policy reflects the school's commitment to providing a safe environment for each student.

Aims

- To ensure the physical safety and well-being of all staff and pupils
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- To provide for staff training/development
- To comply with all legislation relating to safety and welfare at work

Context of This Policy

Safety of pupils and staff is a priority for the Board of Management and robust measures have been put in place to ensure no students or staff are put at risk:

- A comprehensive School Safety Statement was prepared by the school community whereby all hazards are identified and remedial measures are outlined, if required.
- The school is insured under Allianz and a 24 hour policy underwritten by Allianz is available to all children. Parents may opt to avail of this policy at the beginning of each school year.
- The Board provides First Aid Training as required.
- Each subject teacher regularly instructs his/her class on issues relating to safety in the classroom. Students are required to be seated if the teacher is not present in the room. Clear instructions are given regarding the use of potentially hazardous equipment in art, science, P.E., woodwork and construction studies. Safety issues are addressed also through the S.P.H.E. programme. 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 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.

Resources

First Aid boxes are available for use at all times:

Location 1: in the school Office;

Location 2: in the Woodwork Room

Location 3: in the Staff Room

Location 4: in the Science Laboratories

Location 5: Special Classes

First Aid boxes are available for teachers to take with them to matches. These can be collected from the Office and should be returned after use. First Aid supplies have also been provided for use during after school sports activities.

The SNAs working in the Special Classes will restock the First Aid box from the relevant backup store and will inform the Office staff of impending shortages. Conor Drinan, orders and reorders supplies as necessary.

Contents of First Aid Boxes

- Adhesive Plasters
- Sterile Eye Pads
- Sterile Wound Dressings
- Triangular Bandage and Safety Pins
- Disposable Examination Gloves
- Tweezers
- Cotton Wool Pads Re-usable ice packs are available from the fridge in the staff room. Articare single use ice packs are available in each of the back-up boxes. One of these should be used in cases of severe swelling/bruising. Vinegar and bread soda are also available in the back up boxes for the treatment of stings.

Procedures

Minor Accident/Injury in Yard

There is at least one teacher on yard duty during breaks. Any injury must be reported to the teacher on duty. If deemed necessary the student will be taken indoors by the teacher. Two other students may be asked to accompany them. Cuts are cleaned using water and cotton pads and a plaster or bandage is applied if appropriate. The use of plastic gloves is advised at all times. Ice-packs are available for treating minor bumps, bruises and sprains. The injury and the treatment given are recorded in the **Accident Book / Incident Form**. When necessary parents are notified by the Office and in the case of any injuries sustained to the head, parents will be notified as soon as is practical. If

the staff member on yard duty or the class teacher, has any concerns regarding the injury the parents will be contacted by phone as a matter of course.

More Serious Accident/ Injury in Yard

All head or eye injuries are considered to be potentially serious. Severe bleeding and suspected broken bones are serious. If it is considered safe to do so, the student is taken indoors. (The procedure for treating very serious injuries is listed below.) Parents/Guardians are contacted immediately and asked to come to the school. Until the parents arrive the student is kept under observation. The assistance of the Principal, Deputy Principal or any other staff member will be sought. An Accident Report Form will be filled out subsequently, signed by the Principal and returned to the Office for filing. A copy of all such Accident Reports will be kept on the student's file.

Very Serious Accident/Injury

In the event of a very serious injury parents/ guardians are immediately contacted. If the considered opinion of the attending staff is that immediate professional help is required then an ambulance is called. If the ambulance arrives before the parents do then a teacher (designated by the principal) will travel to the hospital with the student. Parents are kept informed of the developing situation. An Accident Report Form is completed and kept on file. In addition the School Insurers are informed.

Accidents/Injuries during Class Time

Serious injuries which happen during class time should be dealt with as above. The assistance of another staff member should be sought immediately.

Accidents/ Injuries at Other Times

- If an accident happens while a student is coming to school or is on his way to another classroom the teacher who first comes upon the student will take on the duty of care.
- If an accident happens while on a school outing the teacher in charge will as far as possible follow these guidelines and will record the incident as appropriate on return
- If an accident/ injury happens during after-school sports activities (organized by the school authorities) the attending teacher will, as far as possible, follow these guidelines and record the incident appropriately.

Categories of Injury / School Procedures

Minor Cuts and Bruises

- Clean around cuts using cotton pad and water, cleaning from the centre outwards.
- Disposable gloves are worn to reduce the risk of infection.
- Check for any small bodies which may be embedded in the wound.
- Plaster is placed on the wound if necessary.
- Teacher observation is maintained.
- Student is advised to show parents.

Sprains/Bruises

- The process of RICE is implemented i.e. rest, ice, compress and elevate
- Teacher observation is maintained
- If in doubt parents are contacted.

Faints and Shocks

- Place the casualty in the recovery position
- Check vital signs
- Ensure there is fresh air
- Reassure casualty
- Contact parents if necessary

Burns/ Scalds

- Remove student from danger area
- Cool burnt area with cold running water for at least 10 minutes
- If possible remove rings etc
- Contact parents/doctor if necessary

Severe Bleeding

- Act instantly-G
- 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 student in the recovery position.

Head Injuries

- All head injuries are potentially serious
- Treat as appropriate for either bruising or bleeding
- In addition observe the student 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.
- If in any doubt contact parents
- If serious contact ambulance

Eye Injuries

- If there is something in the eye the eye may be irrigated with water.
- For bruising/ black eye a cold compress/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. Parents should be contacted.

Nose Bleeds

- Do NOT tilt the head back.
- Pinch the casualty's nose just below the bridge and apply constant pressure for at least 10 minutes.
- Seek medical help and contact parents if the bleed continues for more than 30 minutes.

Stings

- Vinegar is used for wasp stings.
- Bread soda is used for bee stings

Contact Numbers

Parents/guardians are asked to provide contact numbers at the start of each school year. These are available at all times in the school secretary's office.

Record Keeping

All minor injuries/accidents which happen in yard are recorded in the Accident Book/Incident Form. Very serious accidents /injuries will also be notified to the school's insurers by the Principal.

Relevant medical information on all students is obtained at the time of enrolment on a special section of the enrolment form. Any information received which has implications for yard supervision and /or classroom management will be communicated to teachers and Special Needs Assistants.

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

This policy will be reviewed annually in September.