

# First Aid Policy

## Scoil Eoin Phóil

Reviewed September 2020

### Introduction

This revised policy is in response to **COVID-19** and is in line with Health & Safety legislation. It is informed by the control measures, procedures and protocols outlined in the Scoil Eoin Phóil's COVID-19 Response Plan.

### Rationale

The formulation of this policy enables our school to:

- Respond, in accordance with public health guidelines, where anyone displays COVID-19 symptoms.
- Respond to the immediate needs and requirements of pupils 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 that communication procedures with parents/guardian(s) are in place if required.
- Activate an action plan, 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, Ms. Imelda Lohan or, in her absence, the Deputy Principal, Ms. Claire O Gorman. Class teachers are responsible for classroom supervision and teachers assigned to yard duty are directly responsible for the supervision of pupils at break times. The First Aid Policy is based on collective staff and Board of Management input. The teacher on yard duty is automatically assisted by others in the case of any injury. The Lead Worker is Ms. Niamh Hallissey and the Deputy Lead Worker is Ms. Alison Larkin.

### School Ethos

This policy re-enforces the school mission statement which promotes the provision of a safe and secure environment for each child and ensures a duty of care at all times when the school is in operation.

### Aims/Objectives

- To ensure the physical safety and well-being of all staff and pupils.
- To develop a framework of procedures, whereby all injuries and suspected cases of COVID-19 are dealt in a competent and safe manner.
- To provide training, staff development and 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

The safety of pupils and staff is a priority for the Board of Management, and measures have been put in place to ensure that no children or staff are put at risk.

- The Board of Management has ratified the School's Covid-19 Response Plan and Risk Assessment and has made them available to all staff.
- The school is insured by Allianz and a Pupil Personal Accident Insurance Policy (a 24-hour policy), is in place for all children whose parents wish to take out cover.
- First Aid Training for staff is provided every 2 years.
- Each class teacher regularly instructs his/her class on issues relating to safety in the class/yard. Hygiene practices including washing and sanitising hands, cough and sneeze etiquette and social distancing are taught and revised regularly.
- Play which is dangerous to the child or other children is discussed regularly in the classroom and at Assembly and sanctions are imposed. See Code of Behaviour Policy and Anti Bullying Policy.
- Procedures are in place in the event of accidents. (See First Aid Information).
- There are three staff members on yard duty at each break time. SNAs support specific pupils during break-time.

### **General Procedures for Accident/Injury**

#### Minor Injuries

- The child is looked after initially by the teacher on yard duty or by the class teacher if the injury occurs in the classroom.
- If warranted, the child is sent to the First Aid area off the Infant yard. The teacher rostered for First Aid duty that day examines the injury.
- Cuts are cleaned with water and cotton pads. Plasters are not applied unless the cut is bleeding and causing distress to the child. Ms. Lohan will be consulted in this instance.
- Plastic gloves should be used at all times.
- Parent(s)/guardian(s) are notified either at the time of the accident, if deemed necessary, by the school secretary or another member of staff or via a note in the child's journal. The injury/incident is recorded in the yard duty book and the book is brought to the child's class teacher when break time ends. The teacher signs the book to signal that she/he has seen the note and then checks on the child.

#### Dealing with an injury during Covid 19

In order to limit contact outside class bubbles, any minor injuries on the yard will be checked by the teacher on yard duty. The teacher decides if the injury warrants a visit to First Aid. If it does, the child or teacher knocks on the staff room window and the class teacher deals with

the injury. Where the injury doesn't need immediate attention, it is noted in the yard duty book and the class teacher deals with it at the end of break time.

### More Serious Injuries

If considered safe to do so, the child is taken to First Aid area located off the Infant yard. Parents/Guardians are immediately informed, particularly if there is a suspicion of broken bones, head, neck or eye injuries. The child is kept under observation until parent(s)/guardian(s) arrives.

An accident report is completed by those dealing with the injury. These are retained in the school office.

An updated pupil information form must be completed by the parent/guardian annually and a second contact must be supplied to be used if the parent/guardian is unavailable.. Parent(s)/Guardian(s) is responsible for ensuring that all information held is correct and up-to-date.

### Very Serious Injuries

In the event of a very serious injury, parents(s)/guardian(s) is immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called by the member of staff who is with the child at that time or by the Secretary/the Principal. Parent(s)/guardian(s) is kept informed of the developing situation by the Secretary/Principal.

### Suspected Case of COVID-19

Control Measures are in place to prevent the introduction and spread of COVID-19 in Scoil Eoin Phoil. They are recorded in Section 5 of the Scoil Eoin Phóil Response Plan and include:

- The Symptoms of COVID-19
- Respiratory Hygiene
- Hand Hygiene
- Physical Distancing
- Use of PPE in Schools

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

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

The following is an outline of how we plan to deal with a suspected case of Covid 19 in the school.

#### The procedure we will follow:

- If the person with a suspected case is a pupil, the parent/guardian will be contacted.
- The person will be accompanied to the designated isolation area keeping at least 2 metres from the symptomatic person.
- A mask will be provided for the persons with symptoms. The mask will be worn when exiting the building.

- An assessment will be made as to whether the person can go home immediately/be brought home by parent/guardian who will call the doctor and continue self isolation at home.
- The person presenting with symptoms will be facilitated to remain in the isolation room if they cannot go home immediately and facilitated to call their doctor. The person will be advised to cover the mouth and nose with the disposable tissues provided and to put the tissue in the waste bag provided.
- If the person is well enough to go home, arrangements will be made for them to be transported home by a family member as soon as possible and they will be advised to inform their doctor by phone of their symptoms
- Public transport of any kind should not be used.
- If too unwell to go home or advice is required, contact will be made with 999 or 112 and they are informed that the sick person is a Covid 19 suspect.
- An assessment of the incident will be carried out as part of the follow up to inform future actions.
- Appropriate cleaning of the isolation area and work area will then be done.

**N.B. The HSE will inform any staff/parent/guardian who has been into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of Covid 19 is made. The instructions of the HSE will be followed and staff and pupil confidentiality will be essential at all times.**

### **Isolation Room**

Two designated isolation areas are located in Room 10c and 10d.

The designated isolation area has a door and is away from other staff and pupils. A sanitising box, containing all necessary equipment, is available in the isolation room.

### **First Aid Procedures For Various Injuries**

Teachers are required to wear face masks and/or visors in addition to gloves and to keep as much distance as is practically possible, as per Covid-19 recommendations in all the situations below.

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

Procedure:

- Clean around cuts, using water cleaning from the centre outwards.
- Gloves are used at all times to reduce risk of spread of infection..
- Plasters are only used if absolutely necessary.
- Teacher observation is maintained in classroom
- Children are advised to show/tell parents. An email/note in journal , if deemed necessary, will be sent by the teacher.

#### **Sprains/Bruises**

Procedure:

- In the event of a sprain/bruise, Rest, Ice, Compress, Elevate is implemented (RICE).
- If in doubt, the parent/guardian is contacted.
- Teacher observation is maintained. An Accident Report is completed and sent to the office by the teacher dealing with the injury.

### Faints and Shocks

#### Procedure:

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.
- Contact parent(s)/guardian(s) if deemed necessary
- An Accident Report is completed by the teacher(s) dealing with the incident and is sent to the office.

### Severe Bleeding

#### Procedure:

- GET HELP! Act instantly – send two children with Emergency Red Card to Office to get Principal/other teacher
- Set 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, place another one over the first and hold bandage firmly.
- Treat for shock.
- Contact parent(s)/guardian(s).
- If very serious, contact emergency services immediately.
- Complete Accident Report Form and send to the office..

### Burns/Scalds

#### Procedure:

- Immediately remove individual 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.

Contact parent/guardian

Complete Accident Report Form and send to office. The Principal is informed.

### Unconsciousness

#### Procedure:

- Ring for medical help - AMBULANCE - send children with Red Emergency Card for Principal
  - Place child in recovery position.
  - Ring for parent(s)/guardian(s).
  - If subject is not breathing, artificial respiration is applied.
  - Other children are kept away.
- A report is recorded following the incident.

## Stings/Bites

### Procedure:

- Vinegar /bread soda can be used for stings.
- In all cases, observe individual for allergic reaction, parent(s)/guardian(s) are contacted

### Resources

A comprehensive First Aid Box is located in the Strong Room..

- A General First Aid Cabinet is located in the toilet area off the Infant yard. This is used for yard injuries. The contents include:  
Disposable gloves, cotton wool, plasters, **disposable aprons, disposable masks**
- Ice packs and covers are located in the freezer in the wheelchair toilet area.
- Small First Aid Boxes are in every classroom. Contents include: disposable gloves, cotton wool, plasters, disposable aprons
- Travel First Aid kits are in the Strong Room. Staff must bring a First aid box on out of school trips.
- Emergency medication for specific children is stored in the Strong Room. It is clearly labelled with child's name, medication name and expiry date.

The contents of these boxes are replenished when necessary by a designated staff member.

An Emergency Red Card is supplied to all rooms and is in the inside cover of the Yard Duty books. This card is used only in the case of an emergency in the classroom and/or on the yard. It is sent to the office to summon help. It does not preclude summoning help by phone or from another teacher.

### Record Keeping

Accidents / injuries are recorded in Accident **Report Form**, copies of which are given to teachers in September and are also available in the school Office. The Accident Report Form lists date and time of accident, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc.

Very serious injuries will be notified to Allianz, the school's insurers on the Report Form supplied by the company. Relevant medical information on all pupils is obtained at time of enrolment on the school's enrolment form. If necessary, an Individual Healthcare Plan is completed. This requests parents to list more details of the child's medical condition e.g. allergies necessitating the use of the Epi-pen etc. All pupils with Acute Medical conditions should have an Individual Healthcare Plan, stored securely in the school office.

### Evaluation

The success of this policy is measured from a set criteria –


- Maintaining a relatively accident-free school environment.
- Positive feedback from staff, parent(s)/guardian(s), children.
- Monitoring and evaluation at staff meetings.

### **Review**

A full review of this plan will take place during the school year 2021-2022

### **Ratification and Communication**

The Board of Management ratified this updated policy on 28<sup>th</sup> September, 2020 (date)

Signed   
Chairperson, B.O.M

Signed   
Principal

Date 28<sup>th</sup> September, 2020

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This plan will be communicated to all present and future teachers in Scoil Eoin Phóil. It will be available to all parent(s)/guardian(s) who may wish to read it and to members of the Board of Management.