

First Aid Policy and Procedure

Purpose:

This policy sets out how we deliver First Aid and the roles and responsibilities of all Staff in administering First Aid at Merlin Woods Primary School.

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.

Awareness of Medical Needs

- On our School's Enrolment Form, Parents are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Relevant information is retained in the office and by the Class Teacher.
- It is the Parent's responsibility to notify the School of any changes in existing medical conditions.
- At the end of each academic year Teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- Any medical conditions or allergies will be added to the child's file in the office and it is the responsibility of the Teacher to familiarise themselves with the condition, the action to be taken if required and the location of inhalers, epi-pens, medication etc.
- Any changes or additions to a child's medical condition must be given to the School Secretary and passed onto the class Teacher as soon as they are known. This is especially important when children with medical conditions join the school within the academic year.
- At the first Staff Meeting in August, the Staff's attention will be drawn towards any children with medical conditions.
- A substitute folder containing a Class List and medical conditions relating to particular children will be held available in each classroom. (note in sub folder to see medical record which is stored in locked press)
- Children with a serious medical condition (such as allergies requiring epi pen administration) will have their photographs displayed in the staff room, so that staff can become familiar with them (and also displayed on the box/es containing their medication)

Illness at School

- If a child is taken ill whilst in the classroom, the Teacher will assess the condition of the child and if they feel that the child needs to go home they will arrange for Parents (or other contact as prioritised by the parent on the data collection sheet) to be contacted
- Parents are always to be notified if the child has a head injury of any form.
- If a Parent cannot be contacted, a voice mail message will be left.
- In the event of not being able to contact a parent or an emergency contact, if deemed necessary an ambulance will be called.
- Parents will be given an Allianz Pupil Personal Accident Report form if necessary.
<https://www.allianz.ie/pupil-personal-accident/documents/pupil-personal-accident-report-form-0618.pdf>
- **If a member of school staff** is taken ill the teacher/SNA will assess the condition. Next of kin will only be contacted when given permission by the staff member, unless the situation is very serious and the staff member is not in a position to give consent. Arrangement will be made to have the teacher dropped home/brought to the doctor/ or an ambulance called.
- In the case of costs incurred to a staff member they will be given an Allianz Personal Accident Report Form to fill out.

Administration of Medicines

- School staff will not administer medicines unless the child has an agreed health plan.
- Where a pupil may need assistance in managing an ongoing illness for a specific reason the parent would need to apply to the Board of Management to request that a staff member assist with this if necessary. *See Appendix 1*
- Parents may administer non-prescribed/ prescribed medicines during the school day themselves by prior arrangement with the school.
- Any child with an existing medical condition that may require hands-on medical attention will have a health care plan to ensure the appropriate care is given under the correct circumstances.
- In a case where a child has diabetes the class teacher will arrange for sugar levels to be checked during the day by the parent, where the child is not old enough to check their own sugar level.
- Parents of children with a health plan must ensure that all medicines to be administered are in the original container, clearly labelled with the child's name, dosage and frequency. It is the parent's responsibility to ensure that medication is within the expiry date.
- Teacher should bring the epipen to yard or on trips with them, eg to the woods, playground
- Children are not allowed to store medicine in their school bags and all forms of medication must be stored in a locked drawer.

First Aid

- If a child suffers an injury, it will be assessed by the teacher on yard duty/SNA/adult nearest to the child
- All adults will be expected to deal with all instances of minor first aid.
- Disposable surgical gloves must be worn at all times
- A minor cut will be cleaned by a distilled water in the first aid box/running water under the tap/cotton pad and water/alcohol wipes in the first aid box if necessary.

- Hypoallergenic plasters to be used where bleeding hasn't stopped from applying pressure with a cotton pad and to keep the wound clean from infection.
- We can apply ice packs in the event of a head bump, once the bump has come out.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the child following an injury, they must call 999/112.
- Children will only be taken to hospital by ambulance or directly by their Parents. Staff will not transport children to hospital in their cars.
- In the event of an emergency teacher can request a child to go to the nearest adult to come and assist the teacher
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- After School Clubs will follow the same First Aid procedures.

Treatment Procedures

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 packs are 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 (in First Aid box)
- 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 (e.g. bee sting) it is important to remove it. Scrape it out carefully with the edge of a card/fingernail/edge of scissors
- 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 the subject is breathing but you suspect broken bones in the neck or back do not move them. Otherwise place the child in the recovery position.

First Aid Boxes

Location

Below are the First Aid Boxes held on the premises and their locations:

- Secretaries Office - Staff First Aid Box and School Trip First Aid Box
- P.E press - P.E First Aid Box
- Under the back stairs - Yard First Aid Box
- Classrooms - located in same location in each room(under or beside the sink)
- Staff room - on shelf beside the photocopier

Contents of First Aid Boxes

- Dressings (non adherent dressing, sterile gauze pads)
- Disposable Gloves
- Cotton Pads
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Portable ice-packs (stored in Fridge Freezer outside ASD Classrooms) for on-site use and Instant Ice Packs for off-site use, sporting events etc.
- Scissors

Provision for First Aid

- First Aid kits must be carried by the Teacher/supervising adult whenever they take children off site.
- All of the medical supplies will be monitored and replenished as necessary.
- All Staff are responsible for alerting the person in charge of replenishing the First Aid Boxes (Emer Hughes) if they become aware that a particular First Aid Kit requires re-supplying.

Defibrillator

- The school defibrillator is located on the front wall of the school, outside the P.E Hall.
- Training on how to use a defibrillator is provided to staff during First Aid Training.
- Batteries are monitored and replaced every two years or following use. (Amanda in charge of monitoring/ordering batteries/pads)

Informing Parents

- Parents will be informed of injuries through a phone call, speaking at the door or a note in Homework Journal if parents have been uncontactable
- Where the child is very distressed or the injury is significant, Parents will be informed by phone, usually by the teacher dealing with the illness/accident.
- Always phone home for head injury
- It is the responsibility of the attending adult to decide what a “significant injury” is. 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 in our Yard Incident Book in the office
- When informing Parents by phone, if parents cannot be contacted then Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the teacher 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 is called.
- Teacher on duty must inform class teacher
- Phone calls are also recorded in our phone record book in the office

Record Keeping

All accidents/injuries are recorded in the Accident Report Book which is kept in the office. A report form is filled in by the teacher on supervision duty.

The accident report form lists:

- date and time of accident,
- witnesses,
- nature of injuries,
- a brief description of the circumstance of the accident,
- Procedures followed by staff etc.
- Who has been contact

It is essential that the record form is completed in full, using names and surnames of staff member and child.

The record book is kept in the office and reports are signed by the Principal. One copy is put in the child's file in the office and the other is retained in the accident book.

Dealing with Common Illnesses and Infections

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 24 hours. It is the responsibility of the Parent to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If a child is found to have live head lice, their Parents will be informed by the school office. All of the other children in that class will be given a standard letter from the HSE 'Infection in Schools' manual to take home, asking their Parents to inspect their heads and to treat any infestation accordingly
- The Parents of any child suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the child. If it is minor they will be asked to seek advice about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections. Staff will refer to the 'Infection in Schools' manual kept in the Principal's Office. See Below link on school website

- https://www.merlinwoods.com/uploads/7/4/7/8/74784587/managing_infectious_diseases_in_schools_2013_hse.pdf

Covid 19

See Appendix 2 for Isolation Room Procedures

See Appendix 3 for Covid 19 School Response Plan

Intimate Care (See Specific Policy for Special Needs Assistants)

Intimate Care is the attending to the needs of children who have wet or soiled themselves either by accident or due to medical or developmental reasons.

- In instances of soiling, the Parent or Carer should be asked to come to the school and will therefore be able to attend to any of the intimate needs of the child. The class teacher/SNA may help the child if necessary while the parent is contacted to avoid upset and anxiety for the child.
- However, if the Parent or Carer is not able to attend, then the following guidance should be followed.
- Only a Staff Member to supervise or carry out intimate care. If student SNAs are assisting or training in the area of toileting or intimate care, they must be under the supervision of school SNAs at all times.
- Staff must ensure that another colleague is aware that a child's intimate care needs are being supported.
- Talk to the child throughout, making clear what is happening. If necessary, a second adult can be summoned.
- The child should be involved as much as possible in his or her own intimate care.
- All classrooms have designated toilets. Other pupils may be directed to use alternative toilets while the intimate care needs of one child are attended to (in order to protect their privacy).
- Protective gloves must be worn. A supply of wet wipes and nappy sacks (for containing soiled clothing) will be kept in the Junior Classrooms
- Care should be taken to dispose of any soiled wipes, bagged and disposed directly into the nappy bin provided
- Soiled clothing should be placed in a nappy sack /plastic bag and tied firmly for returning to Parents. Spare clothing stored in the PE Storeroom will be made available for children to change into if necessary. Junior Infants are required to have a change of trousers/underwear in their school bag.
- Every child must be treated with dignity and respect. Privacy should be ensured appropriate to the child's age and situation.
- Allow the child to be as independent as possible, in particular with removing underwear. Support the children in doing all that they can for themselves.
- Sanitary Pads and clean underwear will be available to the Senior Classes.
- If a member of staff has concerns about managing personal or intimate care then they should make these known to the Principal

Spillages of a delicate nature

In the case of spillages of a delicate nature BAM should be informed ASAP. They will arrange for cleaning. Teachers should notify the office and BAM can then be informed.

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 every 3 years or as necessary in the light of new advice and legislation.

Signed: **Paula O'Connor**

Principal

Signed: **Fr Martin Glynn**

Chairperson of the Board of Management

Date: 25th February 2021

Appendix 1 - Administration of Medication Request

Parents' Form: Healthcare Plan/ Administration of Medication Request

Healthcare Plan for a Student with a Chronic Condition at School

Note: To be completed by Parents/Guardians

Date form completed: _____ Date for review: _____

Student's Information

Name of Student: _____ Class Level: _____

Date of Birth: _____ Age: _____

Student's Address: _____

Teacher's Name: _____ Room No: _____

Siblings in the school: _____

Name: _____ Class: _____

Name: _____ Class: _____

Family Contact 1:

Name: _____

Phone (day) Mobile: _____ Phone (evening): _____

Relationship to student: _____

Family Contact 2:

Name: _____

Phone (day) Mobile: _____ Phone (evening): _____

Relationship to student: _____

Contact 3:

Name: _____

Phone (day) Mobile: _____ Phone (evening): _____

Relationship to student: _____

GP/Family Doctor:

Name: _____ Phone: _____

Consultant 1:

Name: _____ Phone: _____

Condition information for: _____

Consultant 2 (if applicable):

Name: _____ Phone: _____

Condition information for: _____

3. Details of the student's condition(s)

Signs and symptoms of this student's condition(s):

Triggers or things that make this student's condition(s) worse:

4. Routine Healthcare Requirements

During school hours: _____

Outside school hours: _____

5. Regular Medication

For School Staff: Please also refer to the Emergency Plan for the condition attached to this plan

7. Activities - Any special considerations to be aware of?

8. Any other information relating to the student's health care in school?

The school may contact the person named below for further information or training.

9. Name of Hospital Nurse for the student

Name: _____

Address: _____

Phone: _____

Parental agreement (please tick the correct reply)

I agree or I do not agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing

Signed by parent: _____

Print name: _____

Date: _____

Emergency Medication Provision School Record

DATE	TIME	STUDENT'S NAME	MEDICATION	DOSE GIVEN	ANY REACTIONS	SIGNATURE TAFF MEMBER	PRINT NAME

This form is optional for parents but is recommended for potentially serious/life-threatening conditions

Management of Chronic Medical Conditions - For Staffroom Noticeboard

Child's name: _____ Current Class/Room No: _____

Teacher's name: _____

(Insert photo below)

Details of Child's Medical Condition:

What Staff Should Do in an Emergency Situation:

Parent signature: _____

Date: _____

Appendix 2 - Isolation room procedures

What happens if a pupil displays symptoms of Covid-19 during the school day?

If a pupil displays symptoms of Covid-19 while at school the following are the procedures to be implemented:

1. Isolate the pupil outside the classroom and provide them with a mask (isolation pack of masks in your classroom). Gloves are provided if pupil needs assistance fitting mask correctly.
2. Phone the office/go to office for the parents/guardians to be contacted immediately
3. Phone your SET teacher to supervise your class.
4. The class teacher will accompany the child to the designated isolation area, keeping at least 2 metres away from the pupil and also making sure that others maintain a distance of at least 2 metres at all times.
5th/6th/Wise Oaks and Clever Acorns will use the back stairs/SNU door, exit to the yard and enter the school through the main entrance.
5. Check the pupil's temperature using thermometer that is in the isolation room.
6. The isolation room is situated beside Paula's office, the second isolation room, if needed, is Múinteoir Aisling's room downstairs (Please make yourself familiar with both rooms).
7. The staff member caring for a pupil should wear a visor and mask. Gloves are not needed as the virus does not pass through skin. Please adhere to hand hygiene guidelines.
8. Assess whether the pupil who is displaying symptoms can immediately be brought home by parents who will call their doctor and continue self-isolation at home.
9. Facilitate the pupil presenting with symptoms remaining in isolation if they cannot immediately go home.

10. The pupil should avoid touching people, surfaces and objects.
Advice should be given to the pupil to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
11. If the pupil is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their doctor by phone of their symptoms. Public transport of any kind should not be used.
12. If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
13. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery- (Follow up phone call that evening/ evidence provided that the child is well enough to return to school.
14. Arrange for appropriate cleaning of the isolation area and work areas involved.

Note

The HSE will inform any staff/parents who have come 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 should be followed and staff and pupil confidentiality is essential at all times.

On the grounds of GDPR Staff should not disclose any information or discuss with others the names of children who have attended the isolation room or have presented with symptoms.

What happens if a member of staff displays symptoms of Covid-19 during the school day?

- If you are presenting with symptoms ensure you are wearing a mask and a visor. Arrange support for your class by phoning the office or your support teacher. Establish if you feel well enough to travel home?
- If you consider yourself able to travel home, you must call your GP and self-isolate at home.
- If you are unable to go home, you must remain in isolation, and arrangements will be made for the office to call your GP.
- Avoid touching other people, surfaces and objects.
- Ensure to cover your mouth and nose with the disposable tissues provided when you cough or sneeze, and to put the tissue in the waste bag provided
- Arrange for a family member/next of kin to transport you home or to an assessment centre if you have been directed to go there by your GP
- Do not go to your GP's surgery or any pharmacy or hospital.
- Do not use public transport.

Follow-up

An assessment of the incident to identify any follow-up actions needed will take place (role of Principal/ Lead worker representative)

They will also provide advice and assistance if contacted by the HSE.

Disinfection

The isolation area and any areas where the person was involved are out-of-use until cleaned and disinfected.

Arrangements will be made for cleaning and disinfection of the isolation area and any areas involved, at least one hour after the affected person has left the building by the cleaners who have been trained in dealing with contaminated areas and supplied with the appropriate PPE.

Appendix 3 - Covid 19 Response Plan, see separate document