St. Coen's N.S.
Merrymeeting
Rathnew
Co. Wicklow

Roll no: 20208M

First Aid Policy

Purpose

This policy sets out how we at St. Coen's N.S. National School 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.

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.
- A file containing all Class Lists in the school and medical conditions relating to particular children will be held by the Principal, stored in the Office and made available to Substitute teachers.
- 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.

Administration of Medicines - (See Administration of Medicines Policy)

- School staff will not administer medicines unless an administration of medication form has been completed by parent.
- Any child with an existing medical condition that may require hands on medical attention will have advised the school and class teacher and provided any medication (such as epipen) to ensure the appropriate care is given under the correct circumstances.
- Parents of children that have provided medication as outlined above must ensure that all medicines to be administered are in the original container, clearly labelled with the child's name, dosage and frequency.

First Aid

- If a child suffers an injury, it will be assessed by the 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 with an antiseptic wipe.
- Plasters to be used where bleeding hasn't stopped from applying pressure with antiseptic wipe and to keep the wound clean from infection.
- An ice-pack or cold object will be applied in the event of a bang but will not be applied to the head.
- 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.
- 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.

First Aid Resources

Location

The First Aid Boxes are located in the hall opposite the front door, upstairs beside the resource room and in the staff room. Ice packs are located in the freezer in the staff room. A defibrillator is located beside the First Aid Box nearest the front entrance.

Contents of First Aid Box

- Dressings
- Disposable Gloves
- Antiseptic wipes
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Scissors

Categories of Injury/School Procedures

Minor Cuts and Bruises

Method:

In all cases of injury, it is understood that there is one teacher on supervision duty in each of the four play areas.

- 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

- Children are advised to show/tell parents

Sprains/Bruises
Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s are contacted
- Teacher observation is maintained

Faints and Shocks

- 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 parents
- The event is subsequently recorded in the Accident Book

Severe Bleeding

- Act instantly – Go, Go, Go!
- 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, then place another one over the first and bandage firmly
- Treat for shock
- **GET HELP!**
- Contact parents
- If very serious contact casualty immediately
- Record in accident book

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

Unconsciousness

- Ring for medical help
- Place child in recovery position
- Ring for parents

- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied
- Other children are kept away

Informing Parents and Logging Injuries

- Parents will be informed of injuries through note on Aladdin Connect or by phone. Head bumps will be notified to parents 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 serious injuries must be recorded on Aladdin as an Accident/Injury document or in the Accident Record Book.
- When informing Parents by phone, parents are contacted first. If parents are not available a voice message is left and Emergency Contact 1 should be phoned. If the Secretary has not been able to speak directly to Emergency Contact 1 a voice message is left, then Emergency Contact 2 should be contacted and a voice message left if necessary. In the case of a 'significant injury', if no contact is made an ambulance is called.

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 Principal if they become aware that a particular First Aid Kit requires re-supplying.

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 regarding head-lice and treatment 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

The policy was ratified by the BOM on 25/02/2021

Date of review: 21/10/2026

Signed: Mary Murphy

Mary Murphy
Chairperson BOM

Lee Kavanagh
Principal/Secretary BOM

Date: 21/10/2026