



First Aid Policy

Introduction

This policy outlines the school procedures and protocols to be followed in Kilmacanouge National School when pupils require first aid treatment in the event of an accident/ illness whilst at school. It also outlines the responsibilities of school staff in the administration of general first aid and other medications.

The purpose of First Aid treatment is to ensure that any immediate danger and discomfort is alleviated. First Aid administered by school staff is intended to be of a temporary nature and to be a minimum level of care. If necessary, further diagnosis or extended care will be sought from relevant medical professionals. Parents/Guardians should fully examine their child for any reported injuries when alerted by the school of an illness or accident requiring attention.

Communicating with the School on Medical Needs

- Upon enrolment, parents must inform the school of any serious medical condition or allergy affecting their child. This should be noted by parents on the Enrolment Form or upon diagnosis after enrolment, where appropriate.
- It is a parent's responsibility to notify the school (in writing) of changes in existing medical conditions for their child and to notify the class teacher and the SNA (if applicable) as soon as is practical. This is especially important when children with medical conditions join the school during the academic year.
- In cases where pupils have specific/serious medical conditions/allergies as noted by parents this information will be noted on the child's file on the Aladdin Student Management System and in the school's healthcare files (see below).
- Healthcare plans listing all medical conditions and emergency contacts are available in the school office. Individual files are also posted on the staffroom wall. In a small number of cases, it may be advisable to have a child's name and photograph displayed on the classroom wall, advising of known medical issues / allergies.
- School staff are made aware of those pupils with serious allergies/ conditions at the beginning of the school year. It is the duty of parents/guardians to ensure that any relevant information is shared with school staff. School Staff (Teacher/ SNAs/Ancillary Staff) will co-operate with parents and with management to familiarise themselves with the specific condition, action to be taken if required and the location of any inhalers, epi-pens, medication etc.
- Information is available to substitute teachers via the school office and in the staffroom.
- The school's Administration of Medications policy outlines the conditions under which school staff can administer emergency medication in the event of anaphylactic shock or other serious medical incident for a pupil.
- Emergency Medications will normally be retained in the School Office. In a small number of cases, they may be stored in classrooms. It is the responsibility of parents to ensure medicines are in date.

Illness of a Child whilst at School

- If a child becomes unwell whilst at school or during an out of school event (ie school tour), the teacher will assess the condition of the child and if it is considered necessary that the child needs to go home, he/she will arrange for parents (or other guardian nominated by the parent) to be contacted by the school office.
- If a Parent or nominated person cannot be contacted by phone by the school, a voice mail or email message may be left.
- In the event of the school not being able to contact a parent/guardian, the school may contact an ambulance/doctor/hospital in emergency situations where it is deemed necessary.
- An Incident Report Form will be completed in cases of serious school accidents involving pupils and/or school staff.
- The school will inform the school insurer of serious accidents involving pupils and /or staff as necessary.

Administration of Medication

- School staff will not administer medication to a pupil unless there is signed agreement with parents as outlined in the Administration of Medications Policy and Consent Form.
- Parents may attend the school office during the school day to administer medication to their own child, by prior arrangement with the school/BOM.
- Pupils with an existing medical condition that may require specific medical attention will receive it from staff if necessary , to ensure the appropriate care is given under the correct circumstances.

Administration of Regular First Aid Treatment for pupils in the event of an accident/injury

- If a child suffers an injury, it will be assessed by the Class Teacher/Teacher on Supervision duty.
- Teachers and other school staff will administer minor first aid or refer to parents/guardians if necessary.
- If an injury occurs during yard time, the child will be assisted by staff on supervision duty. Significant injuries are noted in the First Aid/Yard book.
- Disposable surgical gloves are available to be worn when dealing with first aid issues.
- A minor cut will be cleaned as necessary with water and/or an alcohol wipe and tissue.
- Hypoallergenic plasters will be used where bleeding continues after applying pressure with a wipe/tissue.
- In the event of a serious emergency, staff will phone for an ambulance by dialling 999/112. The school will attempt to reach parents/guardians/emergency contacts also. Where possible, children will be accompanied to hospital by ambulance by a parent or guardian. In the absence of parents/guardians being unavailable, a minimum of two members of staff will accompany the pupil to hospital.
- School staff will not transport children to hospital in their own cars unless with the specific authorisation of the Principal/Deputy Principal

Procedure for Logging Injuries and Informing Parents

- For injuries/ accidents during yard breaktime: It is the responsibility of the teacher/s on yard duty to make an assessment on the extent of any injuries/ illness presented at yard time. This decision will be based on the judgment that a responsible parent might reasonably make. Class teachers are informed of any significant injuries at the end of break time.
- Head Bumps/Injuries: Head bumps and head injuries are often treated with an ice pack to reduce any possible swelling. Parents will be informed of minor head bumps / head injury via email. In the case of a more serious head injury requiring immediate attention, a phone call home will be made.
- Other minor injuries (aside from head injuries) will be monitored by staff upon the child's return to class and parents will only be informed by email if deemed necessary.
- Where a pupil becomes very distressed or staff are concerned that an injury may be significant, parents will be contacted as soon as possible by phone.
- All significant injuries/accidents must be recorded and dated by the teacher on yard duty in the First Aid/Yard book.
- Injuries in the classroom or outside of break times will be managed by the class teacher. If a child experiences a significant injury towards the end of the school day, without time to monitor the injury, parents will be informed via a phone call. Senior students can wait at the school office at home time for a parent/guardian to collect them, rather than leaving the school unaccompanied.
- All serious injuries/accidents are documented on an Incident Report Form by the teacher who treated the injury. All Incident Reports are kept on file by the School Principal.

Provision for First Aid during the school day/at out of school events

- There is a defibrillator (AED) located in the school at the reception area in a secure cabinet outside of the principal's office.
- First Aid kits are available at a number of locations throughout the school.
- First Aid kits should accompany teachers and school staff for offsite school tours, sports events etc.
- The Class Teacher and SNA (if applicable) is responsible for ensuring that Emergency Medication/Epipens etc for nominated pupils are carried when pupils are off site or out of the immediate classroom environment.
- First Aid Supplies are ordered and updated as necessary.

<u>Location of First Aid Boxes</u>	<u>Contents of Large First Aid Boxes</u>	<u>Contents of portable first aid kits</u>
➤ Secretary's Office ➤ Staff Room ➤ Side door (near astro pitch) -Senior Station ➤ Side door (near bicycle shed) – Junior Station ➤ Back Door (Outside 'Silver Birches') <i>*** First Aid supply box located in secretaries office***</i> <i>*Classrooms supplied with basic first aid/PPE boxes</i>	➤ Adhesive plasters ➤ Sterile Eye Pads ➤ Individually wrapped triangular bandages ➤ Safety Pins ➤ Medium/Large/Extra Large, individually wrapped, unmedicated wound dressings ➤ Individually wrapped disinfectant wipes ➤ Shears ➤ Gloves ➤ Face Masks ➤ Water based burns dressings (small & large) ➤ Crepe bandages	➤ Adhesive plasters ➤ Sterile Eye Pads ➤ Individually wrapped triangular bandages ➤ Safety Pins ➤ Medium/Large/Extra Large, individually wrapped, unmedicated wound dressings ➤ Individually wrapped disinfectant wipes ➤ Shears ➤ Gloves ➤ Face Masks ➤ Water based burns dressings (small & large) ➤ Crepe bandages ➤ Instant Ice packs

Dealing with Common Illnesses and Infections:

- Diarrhea/ vomiting: Pupils who have diarrhea/vomiting during the school day will be required to be collected by a parent or guardian and taken home. The child should not return to school until they are clear of all symptoms for 24 hours.
- Head Lice: Parents should inform the school office if a pupil has head lice. Parents/Guardians of the class will be notified by email/by letter about the condition and advised to treat any infestation accordingly.
- Parents should consider the health and safety of staff and pupils and relevant HSE advice when deciding to return their child to school after an illness.

Notification of Infectious Conditions:

- Parents of pupils suspected of having a highly infectious condition (ie covid, chicken pox, impetigo, slap cheek etc) will be contacted by the school office/Principal/Deputy Principal. If the infection is severe, they will be advised to take the child home. If it is considered a minor risk parents should seek advice about treatment from their GP.
- School staff will be informed (via school email) by the Principal/Deputy Principal of infectious diseases notified for pupils as soon as possible after the school receives this information. This is particularly relevant for infections ie Slap Cheek or other infections that could compromise immune systems for school staff.
- Parents and school staff may seek advice from the HSE about other common illnesses and infections. Staff may also refer to the 'Infection in Schools' available online on www.hse.ie.

Ratification and Review:

This policy was ratified by the Board of Management in June 2026 and will be reviewed as deemed necessary.

Signed by Judy O'Toole (Chairperson)

Date:

Signed by Mark Sheekey (Acting Principal)

Date:
