



Respect - Justice - Integrity - Honesty - Saothar

# Colaiste na Mí

## First Aid - Accident and Injury Policy

2024

Kindness - Honour - Teamwork - Responsibility



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## 1. Introduction

This policy on First Aid - Accident and Injury outlines the procedures to follow when an incident happens during the school day. This policy was prepared in accordance with the school's key policies on Child Protection, Health and Safety, Code of Behaviour and LMETB Administration of Medication.

## 2. Rationale

The purpose of this policy is to specify the appropriate actions for Coláiste na Mí in responding efficiently and effectively to on-site accidents:

- To provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury.
- To ensure that adequate resources and arrangements are in place to deal with accidents/injuries as they arise.
- To ensure lines of communication with Parents/Guardians are in place.
- To activate a plan of action which all staff are familiar with.
- To provide a common, safe approach for administering First Aid.

## 3. School Ethos

This policy is in keeping with the school ethos through the provision of a safe, secure, and caring learning environment for each student.

## 4. Policy Objectives

The objectives of the policy are:

- To ensure the physical safety and well-being of all students and staff.
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner.
- To provide appropriate training (off-site, visiting experts and in-house) and support for staff which reflects the needs of students currently enrolled so that students have access to proper interventions.
- To comply with all legislation relating to health and safety at work.



## 5. Roles and Responsibilities

The overall responsibility for the day-to-day management of school supervision rests with the Principal and Deputy-Principals. The class teacher is responsible for classroom supervision and teachers on outdoor supervision duty are directly responsible for the supervision of students at break time. An Assistant Principal II post holder is responsible for overseeing First Aid within the school.

## 6. First Aid Box

### 6.1. First Aid Box Location

A fully equipped First Aid box is available at the following locations:

- Main Office
- Home Economics Room
- Art Room – Main Building
- MTW - M121
- MTW - M122
- Science Lab - Main Building
- Science Lab - B Block
- Science Lab - C Block
- Art Room - E Block
- Staffroom
- PE Hall (Storerroom)

Teachers who take students off-site must take a First Aid Box with them.

- Sport outings – Travel First Aid box is stored in PE Storeroom.
- General outings – Travel First Aid box is stored in the Main Office.

Storage of First Aid Boxes in all the above areas is indicated by a Green Cross.



Any First Aid provided by the school is intended to be purely of a temporary nature. Injuries should be fully examined by Parents/Guardians when students arrive home.



## 6.2. First Aid Box Contents

- Plasters
- Sterile gauze dressings
- Sterile eye dressings
- Triangular bandages
- Crêpe rolled bandages
- Steri-strips
- Safety pins
- Disposable sterile gloves
- Tweezers
- Scissors
- Alcohol-free cleansing wipes
- Face Masks
- Sticky tape
- Gel relieve burn pain
- Single use cold packs
- Eye wash

Reusable icepacks are available in the freezer in the Canteen.

It is the responsibility of the teacher who uses supplies, notices that they are diminishing or out of stock, to replenish items needed in the First Aid box. Additional supplies are available in the school office.

## 7. First Aid Responders

Coláiste na Mí has a First Aid Responder Team. This is a team of eight staff members who have volunteered to be trained in First Aid and CPR including AED. The team is trained to respond to an emergency, utilising **basic first aid** and knowing when to contact ambulance services.

Coláiste na Mí First Aid Responders are **NOT** trained medical personnel. The purpose of first aid training is to preserve life, protect from further harm, prevent worsening of condition, and provide relief and reassurance. It does **NOT** replace medical treatment. Therefore, First Aid treatment is in keeping with a school's duty of care, and to take all reasonable measures to ensure the health, safety, and welfare of Coláiste na Mí students and staff. An up-to-date list of First Aid Responders is displayed in the staffroom.

The Assistant Principal II will manage the First Aid Schedule for Coláiste na Mí to ensure the team is supported to effectively respond to accidents during school time. The Assistant Principal II will ensure the First Aid team list is updated regularly and display it in the staffroom.



## 8. Accident and Injury Procedures

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

- Each staff member is aware of their duty of care towards all students. All staff use a range of strategies to minimise risk of harm to students both inside and outside the classroom.
- Safety procedures are discussed with students before using potentially hazardous equipment in art, science, material technology, home economics and P.E.
- Safety issues are also addressed through the S.P.H.E. programme, e.g., water safety, road safety, steps to take in an emergency etc.
- Positive behaviour and respect for others are always encouraged.

### 8.1. Minor Accident and Injury Procedures

A minor accident or injury is one where a student has received a scrape, graze, bump or minor cut to arm, leg, or body. All staff will be expected to deal with instances of minor first aid. The injured party is looked after by the teacher nearest to or approached to by the student. If deemed necessary, the teacher will attend to the injury using the First Aid Box. **The student is to remain under the supervision and care of the staff member.** No student with an accident or injury is to be referred elsewhere or left unattended.

No medicines are administered but cuts are cleaned with anti-septic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. If deemed necessary, Parents/Guardians are notified by the teacher verbally by telephone or by recording a note in the students' Dialann.

### 8.2. Serious Accident and Injury Procedures

It is the responsibility of the attending staff member to decide whether an injury should be considered serious. The assistance of a First Aid Responder, Post Holder, the Principal, or any other staff member should be sought if the injury appears to be serious.

Parents/Guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The student is kept under intense observation until Parents/Guardians arrive, with the emphasis on making the student as comfortable as possible.



### 8.3. Very Serious Accident and Injury Procedures

In the event of a very serious injury, e.g., loss of consciousness, severe bleeding or broken bone, Parents/Guardians are contacted immediately to ensure they are aware of their child's status and the actions underway. **The student is to remain under the supervision and care of the staff member.** No student is to be referred elsewhere or left unattended.

If staff suspect that immediate professional help may be required, an ambulance is contacted. A staff member should seek a second opinion before contacting an ambulance.

## 9. Accident and Injury Treatment Procedures

### 9.1. Burns and Scalds

- Immediately remove student from danger area.
- Cool burnt area with cold running water for at least 10 minutes.
- Remove rings etc. and other tight-fitting accessories.
- Do not remove objects stuck to skin.
- Use a special burn gauze/burneze in the event of a minor burn.
- Observe student for the rest of the day.
- Contact Parents/Guardians if you are concerned that the injury is serious.

### 9.2. Eye Injuries

- If there is something in the eye the eye may be irrigated with sterile water.
- 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/Guardians.

### 9.3. Faints and Shock

- Instruct the student to lie down.
- Raise their legs above the level of their heart.
- Instruct student to loosen any tight clothing, i.e., school tie, top button on shirt.
- Keep crowds away.
- Ensure there is fresh air.
- Reassure student when they recover.



- Contact Parents/Guardians.

#### 9.4. Head Injury

- Treat as appropriate for either bruising or bleeding.
- 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.
- **Always** contact Parents/Guardians if there are any signs of concussion.
- If serious contact ambulance.

#### 9.5. Minor Cuts

- Wearing disposable gloves, clean around cuts using antiseptic wipe, cleaning from the centre outwards.
- Check for small bodies which may be embedded in the wound.
- Place a plaster or gauze on the wound.
- Observe student for the rest of the day.
- Inform Parents/Guardians or advise student to inform Parents/Guardians.

#### 9.6. Nose Bleeds

- Do NOT tilt the head back. Have the student sit up straight and lean slightly forward.
- Instruct the student to pinch their 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.
- Contact Parents/Guardians if the bleed does not stop after 10 minutes of pressure.

#### 9.7. Severe Bleeding

- Act instantly.
- Instruct the student to sit or lie down.
- Apply direct pressure with your hand, using gloves.
- Raise the limb above the level of their heart if no other injury is present.
- Put a clean dressing over the wound and secure it firmly with a bandage.
- Place another dressing over the first if blood shows through the dressing.
- Do NOT remove a dressing once it has been put in place.
- Treat for shock.
- Contact Parents/Guardians.





- If very serious contact ambulance.

### 9.8. Sprains and Bruises

- Implement the rest, ice, compress and elevate process.
- Observe student for the rest of the day.
- Contact Parents/Guardians if you are concerned the injury is serious.

### 9.9. Stings and Bites

- Remove the sting, if possible. Do not attempt to remove if it is a suspected tick bite.
- Wash the affected area with soap and water.
- Apply an icepack to reduce inflammation and swelling.
- Contact Parents/Guardians if case appears serious.
- Get medical help immediately if you see signs of an allergic reaction.

### 9.10. Unconsciousness

- Get medical help immediately.
- Check vital signs.
- If student is breathing put them in the recovery position.
- If student is not breathing commence CPR.
- Contact Parents/Guardians and emergency services if CPR/AED is required.

## 10. Physical Education

Coláiste na Mí is mindful that many accidents and injuries occur during PE activities, e.g. warm-up at the start of all physical activity, practising in confined spaces, use of equipment, supervision on visits out of the school, etc.

In the event of a minor accident or injury occurring during PE, where a student has received a scrape, graze, bump or minor cut to arm, leg or body, **the student is to remain under the supervision and care of the PE staff member.** No student with a minor accident or injury is to be referred elsewhere or left unattended. The PE department are equipped to deal with such instances. A First Aid box, which also includes single use icepacks is stored in the PE Storeroom.

In the event of a more serious accident or injury during PE, PE staff must contact a school First Aid Responder. An up-to-date list of First Aid Responder staff is in the staffroom.



Accidents during PE must be recorded on the LMETB Accident Report Form and submitted to the school office.

## 11. Automated External Defibrillators (AEDs)

Coláiste na Mí provides automated external defibrillators (AEDs) which are to be used in the event of a sudden cardiac arrest. Early defibrillation using an AED is one of the vital links in the “Chain of Survival”. An up-to-date list of AED trained personnel (First Aid Responders) is in the staffroom. Defibrillators are located outside the school office and staffroom in the C Block.

## 12. Administration of Emergency Medication

The following section should be read in conjunction with the LMETB Administration of Medication Policy.

It is the responsibility of the Parent/Guardian to inform the school of any medical needs their child may have.

**Parents/Guardians are to inform the school immediately if their child develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school.**

- Non-prescription medication will not be stored or administered in the school. Students are not permitted to carry non-prescription medication in school and such medications will be confiscated for secure retention and collection by Parents/Guardians who will be contacted.
- Prescription medication can only be stored/administered in the school following the submission of the written authority of the Parents/Guardians to the Principal.

Where students are suffering from chronic illnesses (for example, diabetes, epilepsy), Parents/Guardians should outline clearly in writing, what can and cannot be done in a particular emergency, with reference to what may be a risk to the student. Parents/Guardians are strongly advised to request a meeting with the Principal/Deputy Principals to put an Emergency Response Plan in place for the student.

Parents/Guardians should provide the school with the following information:

- Name of student, details of illness and medication dosage and storage.
- Whether they should be responsible for their own medication.



- The circumstances in which medication is to be administered to a student by a member of staff and consent for medication to be administered in these circumstances.
- Indemnification of the School, LMETB and authorised member(s) of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.

In emergency situations, qualified medical assistance will be secured at the earliest opportunity.

It is the responsibility of the Parents/Guardians to ensure that an adequate supply of medication is in stock, and it has not passed its expiry date. If medication passes its expiry date without being used, the student's Parents/Guardians will take responsibility for its safe disposal.

Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.

**IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO ENSURE THAT THE DOSAGE NOTED ON THE CONTAINER IN WHICH THEIR STUDENT'S MEDICATION IS STORED IS ALSO AMENDED.**

Arrangements for administration of medication to each student will be reviewed annually.

### 13. Record Keeping

All accidents/injuries are recorded on an LMETB Accident Report Form, copies of which are in the staffroom and on the school SharePoint. The student's name, date, location of accident/injury, nature of injury, action taken, and the signature of the treating staff member are recorded. This form is then returned to [insurance@lmetb.ie](mailto:insurance@lmetb.ie)

Any accident/injury that occurs within class time and that necessitates the student receiving external medical treatment will be reported to the Health and Safety (HSA) Authority. <https://www.hsa.ie>

Relevant medical information on all students is obtained at time of enrolment. This form also asks Parents/Guardians to list allergies and other medical conditions their child may have.

### 14. Contact Numbers

Where the student's accident/injury is significant, Parents/Guardians will be informed by telephone. Parents/Guardians are asked to provide at least two emergency contact numbers at the start of each school year.

It is the responsibility of the Parents/Guardians to ensure these numbers are updated as necessary.



## 15. Relationship to Other School Policies

This policy should be read in conjunction with other relevant policies e.g., Child Protection, Health and Safety, Code of Behaviour and LMETB Administration of Medication.

## 16. Policy Monitoring and Review

### 16.1. Success Criteria

The effectiveness of this policy is measured by the following:

- Maintenance of a relatively accident-free school environment.
- Clear understanding of students, Parents/Guardians and staff of their roles and responsibilities in the event of an accident or injury.
- Positive feedback from students, Parents/Guardians, and staff in relation to the school's response to accidents and injuries.
- Regular monitoring and evaluation of policy effectiveness within Coláiste na Mí and making improvements where necessary.

### 16.2. Implementation and Timetable for Review

This updated policy applies with immediate effect within Coláiste na Mí. This policy and related policies will be reviewed annually. The policy may be reviewed at any time to make improvements deemed necessary by the school, or to take account of any relevant change in legislation or school policy.

### 16.3. Ratification and Communication

Following feedback from members of the Coláiste na Mí Board of Management, this Accident and Injury Policy was updated on the school's website. Hardcopies of the policy are available to Parents/Guardians on request.