



Coláiste Phobal Roscrea

FIRST AID POLICY

The **First Aid procedure** at Coláiste Phobal Roscrea is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is the school's policy to provide first aid support to someone if they are injured or become unwell in school. It is our policy to have at least 1 trained first aider in the school who will provide first aid support as and when necessary. In total we have 9 trained first aiders in the school. Qualified First Aiders can recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

It is emphasised that the *team* consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid Occupational First Aid certificate.

NB: First Aiders are not legally permitted to give any medication to students.

Equipment First Aid Boxes There is a First Aid box in the staff room and all practical rooms in the school. All qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all necessary equipment and that the equipment is in date. On the inside of the First Aid boxes is a recommended contents sheet. The boxes are checked at least once a term by one of the first-aiders in the school.

Information All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified first aiders are. First aid notices naming the qualified first aiders are on display in both staffrooms as well as in the school office.

FIRST AIDERS will:

- Ensure that their qualification is always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given on the form available in staffroom and in office.

Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a separate bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Senior Management will:

- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by senior management.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Occupational First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who feels generally 'unwell' to their respective Year Head or Deputy Principal and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.

Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.

Have regard to personal safety.

OFFICE STAFF will:

Support the First Aiders in calling for an ambulance or contacting relatives in an emergency

Send students who simply do not feel well to their respective Year Head or Deputy Principal

NOT administer paracetamol or other medications

Adoption and Communication

The Board of Management adopted this policy at a meeting on March 8th 2018 and the policy is available on the school website.