Accidents/ First Aid

Purpose

This policy sets out how we at Holy Child 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 Medication

- School staff will not administer medicines unless an administration of medication form has been completed by the parent.
- Parents may administer non-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 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.
- All medication is kept in a cabinet in the staffroom, in an envelope clearly labelled with the child's name and parents contact details.

First Aid

Children who are injured during the day should be treated appropriately. Minor injuries are to be dealt with by class teacher or teacher on yard duty or SNA in yard and noted on the injury log sheet. More serious injuries are to be dealt with by trained First Aid staff (Denise McGrath, Karol Hobbins and Irene Keogh). Trained staff have completed the First Aid Responder 3 Day course and a refresher course is to be done every 2 years. For any serious injuries or a head injury, parents are to be called. Accident Report sheet is to be filled out by the teacher.

Accident Report sheets are kept in a folder in Room 16 and Injury Logs are to be returned to Room 16 at the end of each school year and they are filed in the First Aid folder also.

When children are injured in the yard and they require the assistance of a First Aider, they should be sent into the school with 2 responsible children or with another adult.

If a child is unable to play due to an injury or medical condition, they must never be left alone in the classroom. They may bring a chair to the yard for the duration of playtime.

First Aid Supplies

First Aid boxes are located in each corridor in the main school building, between Rooms 19 and 20, between Rooms 21 and 22 and in the staffroom.

There is an AED device which is kept in the staffroom. The batteries and pads are changed regularly as per instructions.

A First Aid box must be taken when travelling off site on a tour or to a match etc. Any medication such as epipens must be taken also.

Staff are responsible for informing the teacher in charge of First Aid if any First Aid box needs to be replenished.

Informing parents and logging injuries

Parents will be informed any time a child has a serious injury or a head injury. For any children with ongoing medical conditions, their parents will be contacted any time there is an issue regarding their condition.

For minor injuries, class teachers may send a note in the child's diary/homework folder or via the app.

Irene Keogh Date: 23/09/2022

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Ratified by BOM on 23rd September 2022.