

First Aid Policy

**St. Patrick's National School
Ughtyneill**



St. Patrick's National School

Ughtyneill, Moynalty, Kells, Co. Meath A82 VW95

Telephone: 046-9244704

Email: secretary@ughtyneillns.com

www.ughtyneillns.com

Roll No: 12897T

Charities No: 20201805

Accident/Injury Policy (First Aid Policy)

Introduction:

This policy, as part of our Healthy and Safety Policy Statement was written in October 2024 to support a Health & Safety Policy review. It was compiled by the school staff and applies to all users of the school premises and all school related activities.

Rationale:

The formulation of this policy enables our school to effectively;

- Provide for the immediate needs and requirements of pupils or staff who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

Roles and Responsibilities:

The overall responsibility for the day to day management of school supervision /routines rests with the principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time. The school's Health and Safety Officer is the Principal. The fire Drill coordinator is the principal.

School Ethos:

This policy re-enforces the school's ethos by ensuring the continued provision of a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

Aims/Objectives:

- To ensure the physical safety and wellbeing of all staff and pupils – see also Safety Statement

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- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- To provide training for staff with the effective use of outside expertise so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work

Procedures:

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff members are put at risk;

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined
- The school is insured under Allianz Insurance and a 24 hour policy. Children have additional 24 hour Personal Pupil Insurance with Arachas.
- The provision of specialist first aid training for staff is a priority by the Board of Management – training was made available during year 2023/2024 and all staff will be due for training in 2025/2026
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard.
- Dangerous practices such as climbing goalposts, throwing stones, overzealous tackling, engaging in "horseplay", fighting etc. are not permitted and subject to sanctions.
- Certain procedures are in place in the event of accidents. All staff are on yard duty every day (see supervision policy)

Minor Accident/Injury:

The injured party is initially looked after by a staff member on yard duty. If deemed necessary, the child will be taken to the yard bench area. No medicines are administered but cuts are cleaned and antiseptic cream and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times.

More Serious Accidents/Injuries:

If considered safe to do so, the injured party is taken to the main hallway. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones or head injuries. The child is kept under observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible. An accident report will be filed where medical intervention is required.

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Very Serious Injuries:

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. Parents are kept informed of developing situations. The Critical Incident Policy will be invoked in cases where the seriousness of an incident warrants this. See Appendix B for members of this team

AED

The AED (defibrillator) is located in the hallway and will be put into action when deemed necessary. All permanent staff are trained in its use.

Categories of Injury/School Procedures

Minor Cuts and Bruises Method:

In all cases of injury it is understood that there are at least two teachers on yard duty.

- Clean around cuts using antiseptic, 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 or gauze is placed on the wound
- Teacher observation is maintained
- Children are advised to show parents

Sprains/Bruises Method:

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

Vomiting / Diarrhoea:

- Children suffering from the above should not remain in school – parents will be contacted

Faints and Shocks:

- Lie the casualty down
- Raise the legs above the level of the heart

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- 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

- 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 Emergency Services immediately
- The event is subsequently recorded in the 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
- In the event of a minor burn use a special burn gel

Unconsciousness:

- Ring for medical help
- Place child in recovery position
- Contact parents
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied
- Other children are kept away

Stings/Bites:

- Bite relief cream is applied
- If case is serious, parent/s are contacted

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The Accident and Injury Policy is based on collective teacher input. Teachers on yard duty are automatically assisted by others in the case of a serious injury.

Resources:

First aid boxes are located in the school office. All staff are aware of the location. The contents of such boxes are replenished when deemed necessary.

Record Keeping:

All accidents/injuries are recorded in the Accident Report Book which is located in the school office. Teachers are encouraged to keep a separate copy of accidents relating to injuries sustained by children in their class.

The accident report lists:

- date and time of accident
- witnesses
- nature of injuries
- a brief description of the circumstance of the accident
- procedures followed by staff

Very serious injuries may be notified to the schools insurers - Special Incident Report Form (Appendix A). Relevant medical information on pupils is obtained at time of enrolment. This asks parents to list allergies and other medical conditions their child may have. Parents are asked to inform the school and give details in writing if there are any changes to their child's medical needs.

Evaluation:

The success of this policy is measured from set criteria;

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

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Ratification:

This revised policy was ratified by the Board of Management _____.

Signed: _____ Date: _____

Fr. Joseph McEvoy, Chairperson

Signed: _____ Date: _____

Gráinne Flanagan, Principal

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Appendix A – Incident Report Sheet

Pupil/Staff Personal Accident Report Form

Please complete this form fully and return it to Arachas as soon as possible. Please note that the issue of this form is not an admission of liability on the part of Arachas or Chubb European Group SE and that all claims are subject to Policy terms and conditions.

OFFICE USE ONLY

Our Ref:

Cover: 24hr: S.R.A

1. School

School Name

School E-mail

School Phone

Certificate Number *Available from the school (this must be quoted)*

Address (line 1)

Address (line 2)

County

Eircode

2. Name of Injured Pupil or Staff Member

Name *(Injured Person)*

Class Name/Year

Date of Birth

Contact Phone

Email

Address (line 1)

Address (line 2)

County

Eircode

Both Parents/Guardians names

1.

2.

If you do not wish to receive claim communication by email please tick this box:

3. Accident Circumstances and Related Particular

To be completed by the School Principal/Parent or Staff Member as appropriate

Date of accident Time of accident

Please describe fully the location, circumstances and nature of the accident:

(Note: If a sporting injury, please confirm whether representing the school, a club or neither)

Please describe fully the nature and extent of the injuries suffered by the injured person:

Pupil/Staff Personal Accident Report Form

Name and Address of Doctor/Dentist attending injured person:

Is the injured pupil or staff member the beneficiary of Private Healthcare Insurance (e.g. VHI, Laya Healthcare, Irish Life Health, etc.) or Medical Card cover? Yes No

Please identify the insurer:

Is the injured pupil or staff member the beneficiary of any other Insurance (e.g. via a Sports Club or Youth Club etc.)? Yes No

Please identify the insurer:

Have you put them on notice of this claim? Yes No

If 'YES' please state the amount recovered to date, if any, from the above source(s) €

Are you entitled to recover any amount from Private Healthcare Insurance, Medical Card or other insurance? Yes No If 'NO' why not?

Please state the amount you are seeking to recover from Chubb European Group SE, the underwriters of this policy: €

Have the injuries described prevented attendance at school? Yes No

If 'YES' between what dates? From To

Is the treatment complete? Yes No

If 'No', please outline the nature of the treatment proposed and the anticipated completion date?

4. Dental Injuries

If you are making a claim for ongoing dental injuries please state the nature of the treatment which will be required. These benefits cease on the Insured Person's 21st Birthday with the exception of: (i) Employees (ii) Post Leaving Certificate Students (iii) Insured Persons over 21 years of age, where a 1 year time limit from Date of Accident applies.

5. Declaration/Discharge

I/WE HEREBY CERTIFY that to the best of my/our knowledge and belief the statements and particulars contained herein are fully made and that I/we have withheld no material fact concerning the accident or the injured party.

Signature of Parent/Guardian (or Insured Person, if an adult)	Date	Signature of School Principal/Staff Member	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Parent/Guardian/Insured Person (over 18 years) must always sign. School Principal/Staff Member must also sign if the accident happened in school/school related activity)

6. Payee Declaration

To be completed by Parent/Guardian in the event that the payee is not the Parent/Guardian

I/WE HEREBY CONFIRM that payment should be issued to

Please state relationship of Payee to the Insured person

Signature of Parent/Guardian (or Insured Person, if an adult)	Date
<input type="text"/>	<input type="text"/>

Before submitting form, please refer to question 7 on the attached page.

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Appendix B

Critical Incident Team:

- Leadership Role: **Gráinne Flanagan** (Principal)
- Communication Role: **Áine Poyntz** (Deputy Principal)
- Student Liaison Role: **Deputy Principal**
- Chaplaincy Role: **Fr. Joseph McEvoy**
- Family Liaison Role: **Principal**
- Community Role: **Jayne Gordon/Maureen Rogers**

School Staff trained in First Aid and AED:

- Gráinne Flanagan
- Áine Poyntz
- Jayne Gordon
- Maureen Rogers
- Bernie Nevin