



Holycross National School

FIRST AID POLICY

Aims

The aims of First Aid Procedures are as follows:

- To access and treat minor injuries
- To identify major injuries and pursue policy in place for treating same
- To provide basic First Aid treatment for minor injuries
- To provide common approach for administering First Aid
- To ensure that safe practices are being followed in the administration of First Aid

First Aid Procedures

Minor accident or injury is one where a child has received a scrape, graze, bump or minor cut to arm, leg or body.

Serious accident or injury is one where a child has received an injury which may require further treatment or any head injury.

Location of First Aid:

A First Aid Box is located at a convenient place in the school. Additional First Aid supplies are located in a locked press in the school, which also contains specific medication for individual pupil's medical needs.

Content of First Aid Kit:

- Disposable gloves, icepacks, sterile saline pods, surgical tape, conforming bandages, moist sterile wipes, dressings, plasters, scissors, cotton wool and dry gauze.
- A copy of all pupil contact numbers is retained in the office. These are updated at the beginning of each term.
- Travel First Aid Kits are taken by each class teacher on field-trips, class tours etc

Treatments

- Cuts, grazes, blood-injuries: The First Aider, while wearing disposable gloves, cleans the wound using sterile water wipes.
- All gloves and waste are discarded after each injury
- Sprains/suspected breaks – ice pack applied. Class teacher and principal are notified and parents contacted.

- Head injuries are always checked and reported to the class teacher and principal. The injured child is monitored and parents are notified by telephone. If a parent cannot be contacted, a voicemail is left and a note is placed in the child's homework journal.
- The purpose of the telephone call is to alert parents to the possibility of concussion symptoms emerging later in the day when the child has left school.

Treatment of Serious Injury

- In case of emergency, teacher present will call for support from other teacher, SNA or teacher nearest in accordance with supervision policy, class teacher attends to injured pupil and partner teacher takes responsibility for supervision of remainder of pupils.
- Principal will be notified and if considered prudent, an ambulance will be called.
- Pupil should be placed in recovery position, unless back or spine injury is suspected.
- Administering Medication – see policy. Pupils with a chronic illness (refer to Administration of Medicines Policy). All medical conditions are communicated to school staff regularly during the school year.

Records


- An Accident Report Form is filled out for all injuries or accidents. The report includes the date of the incident, brief description of injury and action taken and a copy sent home to parents.
- These records are retained in the school office.
- Serious incidents are reported to school insurance company in line with company policy.

Enrolment

- Child's enrolment form allows parents to inform the school regarding pupil's health/allergies
- Parents should inform the class teacher/office of any updated information
- This information is kept in the child's file in the office.

Ratification and Review

This policy was formally ratified by the Board of Management on 19/9/24.

Signed:  Chairperson, BoM Date: 19/9/24

Signed:  Principal Date: 19/9/24