

## **CBS Primary School,**

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## **First Aid and Accident Policy**

### **Rationale:**

This policy re-enforces the elements of the school mission statement, which advocate providing a safe environment for each child.

The formulation of this policy enables our school to effectively

Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury.

Ensure that adequate resources and procedures are in place to deal with accidents/injuries as they arise.

Ensure that lines of communication with parents/guardians are in place if required.

Provide a safe, common-sense approach for the administering of First Aid.

### **Aims:**

To ensure the physical safety and wellbeing of all staff and pupils.

To develop a framework of procedures whereby all injuries are dealt with competently and safely.

To provide for staff training/development.

To comply with all legislation relating to health and safety at work.

### **Context of this policy**

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no child or staff member is at risk.

The school community has prepared a comprehensive health and safety statement whereby all hazards are identified, and remedial measures are undertaken if required.

The School is insured under Allianz, and a 24-hour policy is also available to all children.

First Aid training is provided for staff at regular intervals and is funded by the Board of Management.

Each staff member is aware of the duty of care toward all pupils. Classroom management is directed towards the safety of each child while in the school building and the playground. Teachers frequently inform children explicitly of the rules relating to safety during all school activities. Clear instructions regarding the use of potentially hazardous equipment in Art, Science or PE safety issues are also addressed through the SPHE programme.

Pupils are expected to always behave with consideration for both their safety and the safety of others. Failure to do so is dealt with under the School's Code of Behaviour.

The Board of Management accepts that despite the best efforts of school staff at prevention, accidents can and will happen. On these occasions, teachers are expected to exercise the standard of care of a reasonable and prudent parent.

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 temporary and the minimum level of care. Injuries should be thoroughly examined by Parents/Guardians when the children arrive home. Any further diagnosis or extended care should be passed on to medical professionals.

### **Contact Numbers**

Parents/Guardians are asked to provide at least two emergency contact numbers at the start of the school year, updated as necessary. These numbers are always available through Aladdin Schools, our school administration system.

### **Procedures**

If a child suffers an injury, it will be assessed by the staff member nearest to the child at the time.

A minor accident or injury is when a child has received a scrape, graze, bump, or a minor cut to the arm, leg or body.

The child will be escorted to the staffroom by an SNA or two other children, and a staff member will administer first aid. The class teacher of the child will be informed of the incident and the class teacher will decide whether a call home is necessitated or not. The class teacher will log the accident in the small red accident book and a copy will be given to the child to give to a parent.

A serious accident or injury is when the child has received an injury that may require further treatment. All head and eye injuries are considered potentially serious. Severe bleeding and suspected broken bones are serious. Parents are always contacted in the event of a head injury.

It is the responsibility of the attending staff member/first aider to decide whether an injury should be considered serious. They will make a common-sense judgement as any responsible parent would and consider the specific needs of the child concerned. The assistance of the

First Aid post holder (P.Hanratty), the class teacher, the principal or other staff members should be sought if the injury appears to be serious.

Procedures for treating specific injuries are outlined below:

If judged safe to do so, an injured child will be moved inside for treatment. A teacher or SNA will accompany them.

Parents are kept informed of the developing situation. If the injury is serious, the parents/guardians are to be contacted immediately and asked to come to the school. Until the parents arrive, the child is kept under observation. If the considered opinion of the attending staff is that immediate professional help is required, then an ambulance is called. If the ambulance arrives before the parents do, then, with the advice of the paramedics, a teacher (designated by the principal) will travel in the ambulance with the child.

## **Treatment Procedures**

### **Minor Cuts and Bruises**

Wearing disposable gloves, clean around cuts using a medicated wipe.

Check and remove any dirt embedded in the wound.

Place a plaster on the wound if necessary for comfort or hygiene.

### **Sprains/Bruises**

An ice pack is applied, and the affected area is elevated if possible.

Staff member observation is maintained.

If in doubt, parents are contacted by phone.

### **Nose Bleeds**

Do not tilt the head back. Have the casualty sit up straight and lean slightly forward.

Pinch the casualty's nose below the bridge and apply constant pressure for 5 minutes. If the bleeding hasn't stopped, continue treatment for five more minutes.

An icepack may be applied to the back of the neck.

Seek medical help and contact parents if the bleed does not stop after 10 minutes of pressure.

Seek medical help immediately if the bleed follows a blow to the head or face.

### **Head Injuries**

All head injuries are potentially serious.

Treat as appropriate for bleeding or bruising.

Also, observe the child 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 or clamminess.

**Parents are phoned and given details of the accident;** they can then decide if they wish to take the child home immediately or let the child remain in School. (The attending teacher may recommend going home based on the severity of the injury).

### **Eye Injuries**

All eye injuries are potentially serious.

If there is something in the eye, the eye may be rinsed 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.

**Parents are phoned and given details of the accident;** they can then decide if they wish to take the child home immediately or let the child remain in School.

### **Stings**

If the sting is still in the skin, it is important to remove it carefully with tweezers or medical scissors.

Apply an icepack to reduce inflammation and swelling. The local reaction of swelling or itching will go away with time.

**If there are signs of a general allergic reaction (swelling of mouth or lips, difficulty breathing), get medical help immediately. Phone 999 or 112**

### **Faints and shocks**

Place the casualty in the recovery position.

Check vital signs

Ensure there is fresh air.

Reassure casualty.

Contact Parents.

### **Severe Bleeding**

Send for help

Apply direct pressure with your hand, a sterile dressing or cloth and raise the limb if possible.

**Do NOT** use a tourniquet.

**Do NOT** remove an impaled object.

**Do NOT** remove a dressing once it has been put in place.

At this stage, send for an ambulance and parents.

### **Unconsciousness**

Send someone to phone the ambulance and parents.

Check vital signs

If the subject is not breathing, send for a colleague with CPR training and commence CPR asap.

Put in recovery position once you are satisfied that the subject is breathing and there are no broken bones in the back or neck.

### **Record Keeping**

The Class Teacher logs all minor injuries in 'The Red Accident Report Book' that is kept in each class, the child's name, time of day, nature of accident and treatment administered are logged, and a copy is given to the child to give to a parent.

Serious accidents are recorded in a separate Accident Report book kept in the principal's office. Any serious incident will be recorded in detail by the staff members on duty who witnessed the accident and details given of follow-up treatment and series of steps taken by the school to pass on further information to parents and insurers if necessary.

### **Informing Parents**

The parents will receive an Accident Report slip or a phone call (depending on the injury/or a very distressed child) which will detail the nature of the injury and the treatment administered.

Parents/guardians are asked to provide at least two emergency contact numbers at the start of each year. It is the responsibility of the parents to ensure these numbers are updated as necessary. When phoning parents, contact number one should be tried at first; if there is no reply, a message is left. After that contact number two can be phoned.

### **Location of First-aid Supplies**

Mrs P. Hanratty has responsibility for ordering and distributing First Aid supplies in the school. She ensures that each class teacher has their own First Aid kit and that the First Aid Box in the staff room is restocked when required.

Each First Aid box contains:

Elastoplast Plasters, Wasp Eze, Tape, Savlon Antiseptic disinfectant, Savlon Antiseptic Cream, Cotton Bandage, Burn Eze, Antiseptic Wipes and scissors.

### **Implementation and Review**

The Board of Management reviewed this policy in January 2026.

Signed: Deirdre Kerr, Chairperson, BOM Date: January 2026.

Signed: Eileen Hart, Principal, Date: January 2026.

Date of next review: January 2029