



VIRGIN MARY GIRLS' NATIONAL SCHOOL

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First Aid Policy and Procedure

2021/2022

Purpose

This policy sets out how we at Virgin Mary Girls' National 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
- 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.
- 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 Medicines

- School staff will not administer medicines unless an administration of medication form has been completed by 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.

First Aid

- If a child suffers an injury, it will be assessed by the adult nearest to the child.
- All adults will be expected to deal with all instances of minor first aid, however, if available, the SNA on the yard will take the child (with another child) inside to administer treatment
- Disposable surgical gloves must be worn at all times. **In line with COVID-19 guidelines, the adult administering First Aid will also wear a face covering and visor.**
- A minor cut will be cleaned with an antiseptic wipe.
- Plasters to be used where bleeding hasn't stopped from applying pressure with antiseptic wipe and to keep the wound clean from infection. Parent/Guardian will be notified about this, by the class teacher, and advised to change the plaster to prevent infection.
- An ice-pack or cold object will be applied in the event of a bang . (Ice packs kept in freezer in resource room)
- In the case of any head injury, a parent/ guardian will be notified IMMEDIATELY by the office.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the child following an injury, they must call 999/112.
- Children will only be taken to hospital by ambulance or directly by their Parents. Staff will not transport children to hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- After School Clubs will follow the same First Aid procedures.
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First Aid Station

Location

First Aid supplies are kept inside Yard door on window, in Kathleens bathroom and in small room beside the office.

Contents of First Aid Box

- Dressings
- Disposable Gloves
- Antiseptic wipes
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Scissors

Informing Parents and Logging Injuries

- Parents will be informed of injuries through speaking with the class teacher or through a phone call home if necessary.
- Where the child is very distressed or the injury is significant, Parents will be informed by phone.
- It is the responsibility of the attending adult to decide what is a "significant injury." They will make a common sense judgement as any responsible Parent would, and take into account the specific needs of the child concerned. **Parents will ALWAYS be informed immediately, by phone, in the event of a heads injury.**
- It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the Parent.
- All injuries, however insignificant, must be recorded in our Yard Incident Book.

- When informing Parents by phone, Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the Secretary has not been able to speak directly to Emergency Contact 1, then Emergency Contact 2 should be contacted and a voice message left if necessary. In the case of a 'significant injury', if no contact is made an ambulance is called.

Provision for First Aid

- First Aid kits must be carried by the Teacher/supervising adult whenever they take children off site.
- All of the medical supplies will be monitored and replenished as necessary. All Staff are responsible for alerting the Deputy Principal if they become aware that a particular First Aid Kit requires re-supplying.

Dealing with Common Illnesses and Infections

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 24 hours. It is the responsibility of the Parent to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If a child is found to have live headlice, their Parents will be informed by the school office. All of the other children in that class will be given a standard letter regarding headlice and treatment to take home, asking their Parents to inspect their heads and to treat any infestation accordingly.
- The Parents of any child suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the child. If it is minor they will be asked to seek advice about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections

Control Measures= To prevent Introduction and Spread of COVID-19 in Schools (as per COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools)

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student-student, teacher-teacher and teacher-student and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of COVID-19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

How to Minimise the Risk of Introduction of COVID-19 into Schools:

- promote awareness of [COVID-19 symptoms](#)
 - advise pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation
 - advise pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement
 - advise pupils that develop symptoms at school to bring this to the attention of the Principal promptly
 - ensure that staff and pupils know the [protocol for managing a suspected case of COVID-19 in school](#)
 - everyone entering the school building needs to perform hand hygiene with a hand sanitiser
 - visitors to the school during the day should be by prior arrangement only
 - physical distancing (of 2 metres) should be maintained between where possible
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Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. [Full guidance on COVID-19 symptoms is available from the HSE](#) but they include:

- fever or high temperature
 - cough
 - shortness of breath or breathing difficulties
 - loss of smell, of taste or distortion of taste
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Respiratory Hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

Hand Hygiene

Pupils should understand why hand hygiene is important as well as when and how to wash their hands.

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

- on arrival at school
- before eating or drinking
- after using the toilet
- after playing outdoors
- when their hands are physically dirty
- when they cough or sneeze

Dealing with Suspected Case of COVID-19

Pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

Our **designated isolation room** is the room formerly used as the Attendance Promotion Officer's Room next to the office.

If a pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- parents/guardians should be contacted immediately
- isolate the pupil and contact the principal/ deputy principal/ HSCL to accompany the individual to the designated isolation area via the isolation route, (down the nearest staircase) keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- if it is not possible to maintain a distance of 2 metres a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin
- the pupil presenting with symptoms must wear a mask. She should wear the mask if in a common area with other people or while exiting the premises
- parents/guardians will immediately be called and pupil will be brought home by parents who will call their doctor and continue self-isolation at home
- While waiting, the pupil should avoid touching people, surfaces and objects. Advice should be given to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- The principal/deputy principal will carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- The principal will arrange for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

Ratification

This policy was ratified by the Board of Management of Virgin Mary Girls' National School and will be reviewed in the academic year 2022/2023.

Signed on behalf of the Board of Management:

Chairperson: Pat Kenny
Mr. Pat Kenny

Date: 19th Oct 2020

Principal: Niamh Cuthbert
Niamh Cuthbert

Date: 19/10/2021