

First Aid Policy – Scoil Mhuire Clondra

Rationale: This policy was drawn up in June 2007 by Scoil Mhuire, Clondra, to have a consensus on what to do in the case of an emergency. This was reviewed at a School Development Planning day in June 2008. Further reviewed in September 2010, May 2011, September 2012 and April 2016, November 2018, March 2021, October 2022. Current review, June 2025.

The Staff of Scoil Mhuire, Clondra act in “loco parentis” and have a professional duty to safeguard the pupils in their care. The staff are prepared to help when an injury arises. The following procedures are in place to deal with emergency injuries to pupils and have been made known to all staff and parents:-

- The Board of Management of Scoil Mhuire, Clondra, when enrolling a child, ask the parents/guardians to give permission for their child to be brought to a doctor/hospital in an emergency.
- This letter is kept permanently on file during the child’s time in Scoil Mhuire school.
- There is a record of telephone numbers where parents/guardians can be contacted at work/home stored in the office.
- When pupils are leaving the school e.g. on school tour, the teacher in charge brings a list of contact numbers for the children concerned.
- Parents/guardians are notified by letter prior to such events.
- The treatment of injuries is always undertaken by a responsible adult.
- If it is necessary to bring the child to a doctor/hospital every effort is made to make contact first with the parent/guardian.
- In the interests of the safety of the staff and children, care is taken when administering First Aid in order to avoid contact with communicable illness or diseases. This is particularly important in the case of blood spillage or body fluid contact, i.e. vomit, blood. Staff protect themselves by wearing disposable gloves.
- When administering First Aid, extra care will be taken to avoid possible transmission of the Covid-19 virus. Person treating child will sanitise hands before and after treatment, wear a mask and limit physical contact as much as possible.
- If a suspected case of Covid-19 arises, we will implement our ‘Procedure for dealing with a suspected case of Covid-19’, see Appendix 1.
- Each classroom and the staff room has been equipped with a box of supplies to deal with a suspected case of Covid-19.
- Scoil Mhuire has a policy on administering medicines.

Treatment of minor cuts, scrapes, grazes

- The child is asked to sit in a comfortable position with the injury elevated.
- The wound is cleaned by using sterile water/hypoallergenic wipes.
- An appropriately sized adhesive bandage may be applied to the wound to keep out germs and prevent infection.

- The child is encouraged to inform parents and have them remove the bandage when they get home.

Treatment of bleeding injuries

- Direct pressure is applied to the injured area to control the bleeding.
- Elevate the injured limb higher than the heart
- Bandage firmly to protect the wound
- Contact the parents/guardians
- Seek appropriate medical help immediately
- Keep the child warm

Treatment of bumps and bruises

- The child is asked to sit in a comfortable position with the injury elevated
- A cool pack is placed on the injury for 5-10 minutes
- Monitor the situation
- If the injury is to the head the child's parents/guardian are contacted immediately

Treatment of strains, sprains

Leg/ankle injuries:

- Loosen or remove shoe
- Elevate the injured limb
- Apply cool pack to the injury for 5-10 minutes
- Contact parents to bring the child for x-ray
- Keep the child warm and comfortable, reassure

Arm/collar bone injuries:

- Elevate the injured limb
- Apply cool pack to the injury for 5-10 minutes
- A triangular sling bandage is applied to lower arm injuries
- A triangular elevated bandage is applied to upper arm and/or suspected collarbone injuries. Always check for circulation after applying bandage
- Contact parents/guardian to bring the child for x-ray
- Keep the child warm and comfortable, reassure.

Finger injuries:

- Elevate the injury
- Tape the injured finger to nearest healthy finger
- Apply cool pack for 5-10 minutes
- Contact parents to bring the child for x-ray

Treatment of stings

- Remove sting if visible (bee sting)
- Apply vinegar/waspeze for wasp stings

A fully equipped First Aid Kit is available in the staff room.
Staff bringing children off the premises for tours, matches etc. bring a First Aid Kit with them.

Infection and Infestation

If there is a high risk of passing on an infection e.g. ringworm, impetigo, scabies etc. or infestation, the parents of the child are called into the school and requested to keep their child/children at home until all risk of infecting others is thought to be over.

Usually a doctor advises in the case of ringworm, impetigo or scabies. Where there is a major problem, parents are requested by school management to keep child/children at home for one week (or more if problem persists) to treat, monitor and clear up problem.

Accidents or illness:-

In the event of accident or illness, action will be taken such as would be exercised by a careful parent. Parents will be contacted by phone if possible – otherwise a neighbour will be contacted. Parents will be advised to call to the school and collect the sick child. In emergency cases a member of staff may contact Accident and Emergency for an ambulance to bring the child to hospital.

Accidents:

All incidents where injury occurs will be recorded – date, time etc. Record the action taken and names of witnesses to the accident. (Please see the school's Accident Policy)

Regular inspection of playgrounds and school premises for possible causes of accidents; potholes, glass, large stone, defective furniture.

Review: This policy will be reviewed as necessary, but at the very latest, June 2028.

RATIFICATION

This policy was ratified on _____

Signed: _____

Ms Mary Duignan, Chairperson, Board of Management, Scoil Mhuire, Clondra.

Appendix 1

Procedure for dealing with a suspected case of COVID-19

Suspected Case of COVID-19 – Pupil

If a child reports feeling unwell, a teacher should assess if this is a suspected case of COVID-19.

The symptoms of COVID-19 are:

- High temperature (check child's temperature)
- Cough
- Shortness of breath or breathing difficulties.
- Loss of smell, of taste or distortion of taste.

If the teacher suspects a case of COVID-19 the following procedure should be implemented:

Procedure for Dealing with a Suspected Case of COVID-19 – Pupil

1. Child should be asked to sanitise hands and put on a mask.
2. Child will be asked to avoid touching people, surfaces and objects.
3. Teacher should alert secretary by phone that a child needs to be taken to isolation area.
4. Secretary will put on a mask and collect child from the classroom door to isolation area.
5. When accompanying a child suspected of having COVID-19, a distance of 2m should be observed, while also making sure that others maintain a distance of at least 2m from the symptomatic person.
6. Teacher will ring child's parents, inform them of the situation and ask them to collect their child as soon as possible.
7. Teacher will collect child's belongings and leave them outside the classroom door. Teacher will clean the area the child has been in.
8. Child will be facilitated to remain in isolation if they cannot immediately go home. Child will be advised to cover their mouth and nose with disposable tissue provided when they cough or sneeze and put the tissue in the bin provided.
9. If the child is too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect.
10. Secretary will bring the child to the parent/adult in charge at the front door.
11. When collected by a parent/adult in charge, that person will be informed of the following:
 - Adult in charge should ring doctor and seek advice on how to proceed.
 - They should not go to their GP's surgery or any pharmacy or hospital.
 - Affected person must not use public transport.
 - Affected person should be advised to continue wearing the face mask until they reach home.
 - Parent/adult in charge will be informed that the child should not come back to school until he/she has been assessed medically and is certified fit to return to school.

Any items used by the child or by person accompanying child: tissues, mask, gloves, apron, etc., should be double-bagged and left in designated upstairs area for 72 hours before being put into general waste.

Arrange for appropriate cleaning of the isolation area and work areas involved (see next page).

Follow up

Carry out an assessment of the incident to identify any follow-up actions needed.

You may need to be available to provide advice and assistance if contacted by the HSE.

Suspected Case of COVID-19 – member of staff

1. Staff member should sanitise hands and put on a mask.
2. Avoid touching people, surfaces and objects.
3. Alert the principal/secretary that they are feeling unwell.
4. Staff member should be asked if they feel well enough to travel home. If not, they should go to the isolation area and transport should be organised for them.
5. Staff member should maintain a distance of at least 2m from others.
6. Staff member will be facilitated to remain in isolation if they cannot immediately go home. They will be advised to cover their mouth and nose with disposable tissue provided when they cough or sneeze and put the tissue in the bin provided.
7. If the staff member is too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect.
8. Staff member:
 - Should ring their doctor and seek advice on how to proceed.
 - They should not go to their GP's surgery or any pharmacy or hospital.
 - They should not use public transport.
 - They should continue wearing the face mask until they reach home.
 - Staff member should not come back to school until he/she has been assessed medically and is certified fit to return to school.

Arrange for appropriate cleaning of the isolation area and work areas involved.

Once the isolation room or classroom area is vacated, the room/area should not be reused until the room/area has been thoroughly cleaned and disinfected and all surfaces are dry.

The room should be cleaned as soon as practicably possible.

Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.