



## FIRST AID PROCEDURES and INTIMATE CARE POLICY

### Purpose of this Policy

This policy outlines the school procedures and protocols to be followed in St.Fiachra's JS when pupils require first aid treatment in the event of an accident/ illness whilst at school. It also outlines the responsibilities of school staff in the administration of general first aid and emergency medications for specific pupils.

The purpose of First Aid treatment is to ensure that any immediate danger and discomfort is alleviated. First Aid administered by school staff is intended to be of a temporary nature and to be a minimum level of care. If necessary, further diagnosis or extended care will be sought from relevant medical professionals. Parents /Guardians should fully examine their child for any reported injuries when alerted by the school of an illness or accident requiring attention.

### Communicating with the School on Medical Needs

1. At enrolment parents must inform the school of any serious medical condition or allergy affecting their child. This should be noted by parents on the Enrolment Form or on diagnosis after enrolment where appropriate.
2. It is a parent's responsibility to notify the school (in writing) of changes in existing medical conditions for their child and to notify the class teacher and the SNA as soon as is practicable. This is especially important when children with medical conditions join the school during the academic year.
3. In cases where parents have notified the school of their child's specific medical condition, a note to refer to the application form will be placed on the child's file on the Aladdin Student Management System. Three Alert Files will be placed in the staffroom daily. An Alert Album will be placed in the First Aid Box for each yard. An alert file will be placed in the child's classroom.
4. The Alert files and albums are placed in the staffroom each morning. The SNA's take the Alert albums to the First Aid boxes each morning and removes them after lunch break. At 1:30pm Alert files and albums are placed in the lock up room.

The alert files contain colour coded information. Red –Allergies; Blue - Asthma; Yellow – Epilepsy; Green –Diabetes; Orange – Other. Labels containing the child's name, room number, medical condition and the location of the medication are placed under the child's photograph on the appropriate coloured paper in the Alert File and Album.
5. School staff are made aware of those pupils with serious allergies/ conditions at the beginning of the school year. The staff are informed about the location of the medication. Parents of the children who use Epi-pens and Buccolam, are invited to the school, to demonstrate the Administration of the Medication to the staff who will be on yard duty where their child will play.

School Staff (Teacher/ SNAs/Ancillary Staff) will co-operate with parents and with the teacher with responsibility for the Administration of Medication, familiarise themselves with the specific condition, action to be taken if required and the location of any inhalers, epi-pens, medication etc.

In so far as is possible this information will be will notified to Substitute Teachers when they arrive to the classroom via Principal or Deputy Principal. Alert files are stored in the Class Teacher's drawer.

6. St. Fiachras JS *Administration of Medications policy* outlines the conditions under which school staff can administer emergency medication in the event of an anaphylactic or other serious medical incident for a pupil.

7. Photographs and procedures for emergency treatments for pupils with serious health/medical conditions will be updated annually and stored in the classroom in the staffroom and the First Aid Boxes .

8. Emergency Medications will normally be retained in the Lock up Room, First Aid Security Boxes or Classroom.

### **Illness of a Child whilst at School**

If a child becomes unwell whilst at school or during an out of school event (ie school tour), the teacher will assess the condition of the child and if it is considered necessary that the child needs to go home he/she will arrange for parents (or other guardian nominated by the parent) to be contacted by the school office.

Each class is furnished with a 'red cross' card with the room number on the back which is placed in a prominent place in the room ie. Corner of whiteboard. In case of any medical emergency occurring during class time, the teacher will give the card to two children who will take it to the school office or give it to the first teacher/SNA/caretaker/staff member that they meet on route. This card signifies to staff that additional assistance is needed in the room immediately.

If a Parent or nominated person cannot be contacted by phone a voice mail message will be left if possible. A message via Komeer App will be sent.

In the event of the school not being able to contact a parent/guardian, the school may contact an ambulance/doctor/hospital in emergency situations where it is deemed necessary.

A School Accident Report Form will be completed in cases of school accidents involving pupils and/or school staff.

The school will inform the school insurer of serious accidents involving pupils and /or staff as necessary.

### **Administration of Medication**

School staff will not administer medication to a pupil unless there is signed agreement with parents and approval of the BOM as outlined in the Administration of Medications Policy and Consent Form.

Parents may administer medicines during the school day by prior arrangement with the school/BOM

Pupils with an existing medical condition that may require specific medical attention will receive it from staff ( ie SNA etc)if necessary, to ensure the appropriate care is given under the correct circumstances.

It is the responsibility of parents to ensure all medications stored in the school for their children are in date.

Parents of pupils with approved authorization for the administration of medication must ensure that all medicines to be administered are given to the school, clearly labelled with the child's name, dosage and frequency. These medicines are normally kept in the classroom, the Lock up room or First Aid Security Boxes.

Parents will be notified to collect their child's medication on the last day of the academic year. Parents will be notified to supply the school with their child's medication before the start of the academic year.

### **Administration of Regular First Aid Treatment for pupils in the event of an accident/injury in the classroom or yard.**

If a child suffers an injury, it will be assessed by the Class Teacher

Teacher /Teachers and other school staff will be expected to administer minor First Aid.

All pupils will be made aware of the procedure to follow when they have an accident in the yard.

Disposable surgical gloves must be worn at all times when dealing with First Aid issues.

A minor cut will be cleaned using Hypa Clean moist wipe (Alcohol Free).

Plasters, wipes and surgical gloves are stored in small quantities in each classroom.

Hypoallergenic plasters will be used where bleeding continues after applying pressure with a wipe (to keep the wound clean).

If a minor injury occurs during yard time the child will be treated by the Teacher or SNA on duty. A First Aid Box containing plasters, wipes, surgical gloves and an Alert album is taken to all yards each day. Details of the injury will be recorded on the minor incident forms.

In the event of an emergency or if any staff member in school is concerned for the health and safety of the child following an injury, they should alert the First Aid Co-ordinator Róisín Nolan or Deputy Principal Pauline Keane who will assess the situation and make the necessary phone calls.

Occasionally, it may be necessary for any member of staff to dial the emergency numbers immediately.

Children will only be taken to hospital by ambulance or alternatively transported to hospital by parents/guardians. School staff will not transport children to hospital in their cars unless with the specific authorization of the Principal/Deputy Principal

### **Procedure for Logging Injuries and Informing Parents**

If a pupil feels sick/has an accident and it is considered that the pupil is too unwell to remain in school during the school day parents/guardians/ other nominated person will be contacted by the school office/ Róisín Nolan or Pauline Keane and arrangements will be made for the pupil to be collected from school and taken home or for medical review.

For injuries/ accidents during yard break time: It is the responsibility of the First Aid Coordinator Róisín Nolan to make an assessment on the extent of any injuries/ illness presented at yard time. This decision will be based on the judgment that a responsible parent might reasonably make.

Head Bumps/Injuries: Head bumps and head injuries are normally treated with ice pack to reduce any possible swelling. Parents will be informed of minor head bumps /head injury via a phone call from Róisín Nolan /Pauline Keane in the afternoon. In the case of any more serious head injury requiring more urgent attention a phone call home will be made immediately.

Where a pupil is very distressed or the injury is significant, parents will be contacted as soon as possible by phone, by the school office or by Róisín Nolan /Pauline Keane. It is the responsibility of Róisín Nolan /Pauline Keane to decide what a "significant injury" is. It is also the responsibility of the teacher dealing with the injury to gather the facts about how the injury occurred from the supervising teacher/witnesses, so that they may pass on accurate details to parents.

All injuries/accidents must be recorded and signed by the Teacher or SNA on yard duty in the First Aid book.

All serious injuries/accidents are documented on an Accident Report Form by the First Aid co-ordinator.

All Accident Reports are kept on file by the First Aid co-ordinator (currently Mrs Nolan/ Mrs Keane)

**IMPORTANT NOTE:** When seeking to contact parents by phone, the school office/teacher will contact Parent 1 directly by phone first and if no reply a voice message will be left if possible. If the school office/teacher has not been able to speak directly to Parent 1, then Parent 2/Emergency Contact will be contacted and if no reply a voice message will be left. If no contact can be made with parents/guardians the pupil will remain in school under observation. In cases of emergency or where it is considered that the child needs immediate medical attention an ambulance will be called and in the absence of parents/guardians being available a minimum of two members of staff will accompany the pupil to hospital.

### **Provision for First Aid during the school day/at out of school events**

There is a defibrillator (AED) located in the Senior School reception area in a secure cabinet outside the Principal's Office. There is a second defibrillator (AED) situated outside Room 22 in the extension building.

All members of school staff are invited to a training session on how to use the Defibrillator. Most staff members are trained on the use of the Defibrillator and CPR. This training for school staff is offered every two years by the BOM. A First Aid course is offered on alternate years.

It is the responsibility of the First Aid Coordinator to check the functioning of the Defibrillator. This is done at the start of the academic year. The inspection includes checking expiry dates of pads and batteries. Spare batteries are stored in the Defibrillator cabinet.

First Aid Kits should accompany teachers and school staff for offsite school tours, sports events etc.

The Class Teacher and SNA (if applicable) and First Aid Coordinator Róisín Nolan are responsible for ensuring that Emergency Medication/Anapens/Epi-pens, Buccolam etc for nominated pupils are carried when pupils are off site or out of the immediate classroom environment.

Ice packs are stored in the Fridge in the Staffroom, in the fridge in Prefab 10, and in the fridge beside the P.E. hall. Should the ice packs be taken to the classrooms, it is the responsibility of the class teacher to return the ice packs to the correct designated area.

First Aid Supplies and First Aid station boxes should be checked weekly and updated as necessary by the First Aid Co-ordinator.

### **Dealing with Common Illnesses and Infections**

Parents should consider the health and safety of staff and pupils when deciding to return their child to school after an illness.

**Head Lice:** Parents should inform the school office if a pupil has head lice. Normally parents of the class will be notified by email/by letter/Komeer about the condition and advised to treat any infestation accordingly.

**Diarrhoea/ vomiting:** A pupil who has diarrhoea/vomiting during the school day will be required to be collected by a parent or guardian and taken home. The child should not return to school until they are clear of all symptoms for 24 hours.

### **Notification of Infectious Conditions:**

Parents of pupils suspected of having a highly infectious condition (ie chicken pox, impetigo, slap cheek etc) will be contacted by the school office/Principal/Deputy Principal/ First Aid Coordinator. If the infection is severe, they will be advised to take the child home. If it is considered a minor risk parents should seek advice about treatment from their GP.

School staff will be informed (via school email / Komeer) by the Principal/Deputy Principal of infectious diseases notified for pupils as soon as possible after the school received this information. This is particularly relevant for infections ie, Slap Cheek or other infections that could compromise immune systems for school staff.

Parents and school staff may seek advice from the HSE about other common illnesses and infections. Staff may also refer to the 'Infection in Schools' available online on [www.hse.ie](http://www.hse.ie).

### **Intimate Care Needs for Pupils**

Intimate Care is the attending to the needs of children who wet or soil themselves either by accident or who have medical or developmental conditions that affect their toileting and sanitary independence. Each child with such a condition must be treated with dignity and respect. Staff members should ensure privacy is provided appropriate to the child's age and situation.

### **The following guidance should be followed when a pupil requires intimate care during school day;**

Only assigned school staff should supervise or carry out intimate care for a pupil.

Protective gloves must be worn by staff members in cases of intimate care.

Parents of Infant pupils should provide a change of clothing for their child if necessary, to be kept in their schoolbag.

In compliance with St. Fiachras JS Child Safeguarding Statement staff members must ensure that they remain visible to colleagues, when carrying out intimate care needs whilst providing privacy for the pupil, ie keeping the door slightly ajar.

The pupil should be involved as much as possible in managing his/her own intimate care – changing themselves where possible with minimal contact necessary from school staff. Staff members should

allow the child to be as independent as possible, in particular with removing underwear and support the children in doing all that they can for themselves.

The staff member undertaking the intimate care should talk to the child throughout the care process, explaining clearly the plan of action. Another staff member should also be in attendance as a witness for the staff member and pupil.

Most classrooms have designated toilets. Pupils may be directed by staff to use alternative toilets while the intimate care needs of one child are attended to (in order to protect their privacy).

If a member of staff has concerns about managing the personal or intimate care needs of a pupil she should discuss the matter with the Principal/Deputy Principal.

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This policy was ratified by the BOM on 18<sup>th</sup> June 2018 and will be reviewed as necessary.

A copy of the policy will be circulated to school staff and will be available to parents via the school website.

Signed: *Bernadette Ellis*

(Chairperson of the Board of Management)

Signed: *Aine Carberry*

(Principal)

18<sup>th</sup> June 2018