

## MONASTERY NATIONAL SCHOOL

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## Monastery NS First Aid Policy

### Introduction

Our pupils' health and safety is of prime concern to us and it is essential that parents and teachers work together for the good of the child in this regard. This policy sets out how we in Monastery NS provide First Aid to our pupils 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 referred on to medical professionals.

### Rationale

- To clarify areas of responsibility with regard to the administration of First Aid by Monastery NS staff to our pupils.
- To ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.
- To indicate the limitations of a school First Aid response.
- To outline procedures and resources within our school for the administration of First Aid.
- To safeguard school staff that are administering First Aid to pupils and to protect against possible litigation.

### Relationship to School Ethos

- The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

### Aims of this Policy

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises through clear First Aid procedures.
- Fulfil the duty of the BoM in relation to Health and Safety requirements.
- Provide a framework within which First Aid may be administered by staff to pupils in the instance of injuries to pupils / illness of pupils. .

## 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 and on our pupil management software, Databiz NS Admin.
- It is a parent(s) / guardian(s) responsibility to immediately notify the school of any changes in their child's existing medical condition(s).
- 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. The relevant post holder will also make staff aware of children with medical needs at our annual staff meeting prior to our school opening in September. A chart containing the pictures of children with serious medical needs will also be distributed to all staff members in early September.
- Individual class lists of pupils with medical conditions will be maintained on Databiz NS Admin by the school office / principal, provided to every teacher prior to school opening and made available to substitute teachers. These class lists will also be stored in class teacher's planning folder and will also be available to substitute and support teachers.

## Administration of Medicines

- Parents must apply to Monastery NS Board of Management if their child requires Monastery NS staff to administer prescriptive medication. This includes the completion of a *Medical Condition and Administration of Medicines Form* where Parents/Guardians agree to indemnify Monastery NS Board of Management from any liability that may arise from the administration of medication. Please refer to Monastery NS's **Administration of Medicines Policy**.
- Under normal circumstances no oral medicine or tablets will be administered by staff. This includes medicines which have been prescribed by your own doctor for your child. If your child is ill enough to require medicine while in school, please keep him/ her at home until the treatment is completed.
- Children are not permitted to keep any medication or inhalers in their own possession. Where a child requires the use of an inhaler parents must complete an *Inhaler Use Form*.
- Medicines that have been approved for administration by staff by Monastery NS Board of Management will be stored in the relevant class medical cabinet. They will be administered by staff to pupil(s) as per procedures agreed with parent(s)/guardian(s).

## First Aid

- If a child suffers an injury, a First Aid assessment will be carried out by the teacher on duty (or class teacher if the injury happens at a time other than break/lunch time).
- All teachers will be expected to deal with instances of first aid and follow the guidelines set down in *Monastery NS's Injury Assessment Schedule*.
- Disposable surgical gloves should be worn at all times for the administration of first Aid by staff.
- A minor cut will be cleaned with an antiseptic wipe.

- Plasters/bandages/gauze will be used where bleeding hasn't stopped.
- An ice-pack or cold object will be applied in the event of a bang/blow/knock. Ice packs will be kept in the freezer at the First Aid Station and in the staff room.
- In the case of any head injury, a parent/ guardian will be notified by the school secretary or if unavailable, another staff member.
- 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 classes / training sessions will follow the same First Aid procedures.

### **Emergency Procedure**

- Where staff assess that a child has a medical emergency which requires immediate medical attention an ambulance will be called.
- Staff will administer any prescribed medicine, if necessary, as per agreed administration of medication procedure for the pupil in question.
- Parents / guardians will be contacted immediately.
- Other children will be removed from the scene of the medical emergency and taken back to class if necessary.

### **First Aid Station and Supplies**

- The First Aid Station is located between the double glass doors that separate the junior and senior yards. A fully stocked first aid box is located here.
- First aid supplies are also available in the Staff Room.
- Smaller first aid kits are located in each classroom for use by teachers as required.
- All of the medical supplies will be monitored and replenished by the relevant post holder as necessary. The staff are responsible for alerting the relevant post holder if they become aware that a particular First Aid Kit requires replenishing.

#### *Contents of First Aid Box at Yards' First Aid Station*

- Assorted Adhesive Plasters
- Triangular Bandages
- Sterile Eye Pads
- Sterile Wound Dressings (medium & large)
- Antiseptic wipes
- Bite / Sting relief cream
- Crepe Roller Bandages
- Adhesive Tape
- Elasticated Roller Bandage
- Cotton Wool
- Antiseptic Solution / Wipes

- Saline Solution
- Latex Gloves
- Blunt Top Paramedic Scissors
- Tweezers
- Safety Pins
- Ice Packs in Freezer
- Tissues

### **Provision for First Aid**

- A Mobile First Aid Kit must be available to staff when breaks are taken in the School Field.
- Mobile First Aid kit(s) must be carried by the Teacher whenever they take children outside of school for activities. E.g. Sports fixtures and field trips.
- Approved pupil medication must be carried by the teacher when they are taking children outside of school for activities.
- Any minor, serious or gross injuries should follow normal protocol as set down in Monastery NS's Injury Assessment Schedule.

### **Informing Parents and Logging Injuries**

- Parents will be informed of serious or gross injuries through a phone call home by the school secretary or if unavailable, by another staff member. Parents are not informed of minor injuries. Staff follow the guidelines as per *Monastery NS's Injury Assessment Schedule* when assessing whether an injury is minor, serious or gross.
- 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 accurate details may be passed on to the parent/guardian.
- 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 Staff member / 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 'gross injury', if staff are unable to contact parents, an ambulance is called.
- Staff log all injuries deemed 'serious' or 'gross' in the relevant class folder in the First Aid section of Monastery NS's Google Drive. In the case of a 'gross' injury' an additional 'Serious Incident Form' must be obtained from the principal/deputy principal, completed and returned by the relevant teacher and reviewed / signed by the principal/deputy principal.

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

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected by a parent / guardian / designated person and taken home.
- Any child who has suffered from diarrhoea or vomiting should not return to school until they have been completely clear of symptoms for 48 hours. Parents should consider the health and safety of everyone at school when deciding when to return their child to school.

- If a child is injured or 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 parent(s) / guardian(s) / nominated contact(s) to be contacted by the school office.
- All ill / injured children must be collected from the office and must be signed out by the designated contact person. Children cannot be signed out by minors without the consent of parent(s) / guardian(s).
- Injured / ill children will not be permitted to walk home alone.
- If a child is found to have head lice at home, parents should inform their child's teacher via the school office. All of the other children in that class will be then be given a standard HSE notification, information and guidelines letter by their teacher to take home.
- The parents of any child suspected of having a highly infectious condition will be contacted by the Principal or Deputy Principal. If the infection is severe, they will be asked, by the Principal or Deputy Principal to collect their child as soon as possible and to seek medical advice from their GP.
- If children or staff are displaying any Covid-19 symptoms (High temperature, Cough, Shortness of breath or breathing difficulties and loss of smell, of taste or distortion of taste) they must stay at home and contact their GP for further advice.

### **Respiratory Hygiene**

- Appropriate ventilation of classrooms will be used to prevent the spread of airborne infections.
- Good respiratory hygiene will be promoted and emphasised. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Used tissues should be disposed of immediately and safely into a nearby bin and should be washed / sanitised afterwards.

### **Hand Hygiene**

- Children will be encouraged to thoroughly wash and then sanitise their hands on arrival to school.
- Hand sanitisers are available at every school entry / exit point and in every classroom.
- Pupils will be encouraged to sanitise/ wash their hands:
  - *On arrival at school*
  - *Before eating*
  - *When they cough or sneeze*

### **Intimate Care**

- Intimate Care is the attending to the needs of children who have wet or soiled themselves either by accident or due to medical or developmental reasons. Please refer to *Monastery NS's Intimate Care Needs Policy* for an outline of all intimate care needs procedures.

Signed: *Mr Jim McGee* (Principal)

Date: 26/2/24

Signed: *Mr Michael McCoy* (Chairperson of BoM)

Date: 26/2/24