



Uimhir rolla: 20082Q

Gaelscoil Thulach na nÓg

Bóthar Rúisc

Dún Búinne

Co na Mí

*Príomhoide: Seán O'Laimhín*

*Leas-príomhoide: Mairín Ní Chonaire*

## Polasaí Gar Cabhair Gaelscoil Thulach na nÓg

### Aidhmeanna:

The aims of the First Aid Procedures are as follows:

- To assess and treat minor injuries
- To identify major injuries and pursue policy in place for treating same
- To provide basic First Aid treatment for minor injuries
- To provide a common approach for administering First Aid
- To ensure that safe practices are being followed in the administration of First Aid.

### First Aid Procedures

Minor accident or injury is one where a child has received scrape, graze, bump or minor cut to arm, leg or body.

Serious accident or injury is one where child has received injury which may require further treatment, or any head injury.

### Location of First Aid:

A First Aid Box is located in every classroom and in the staffroom.

Teachers will treat any pupils requiring First Aid during class and/or break time and while on yard duty

Special Needs Assistants are also trained to administer First Aid to any pupils requiring treatment during break-times and while on yard duty.

All supplies for the class and staff-room first aid kits are ordered through the school office.

First Aid Areas: Corridor space inside doors leading to each yard

### Content of First Aid Kit:

- Yard duty first aid kits contain: disposable gloves, moist sterile water-wipes and hypoallergenic plasters.

- Travel First Aid Kits are taken by class teacher on field-trips, class-tours and sports events/matches. These kits contain: triangular bandages, gloves, various sized dressings, scissors, bandage tape, plasters, resuscitation mouth shield and disposable ice packs. There are two of these kits in the school to be kept in staffroom
- A number of disposable ice-packs will be kept in the staffroom fridge at all times. They are only used 1) where there is swelling as a result of sprain/sports injury or 2) where a child has a head injury and has swelling
- A copy of all pupil contact numbers is retained in the school office. These are updated at the beginning of each term.

### Treatments:

- Cuts, grazes, blood injuries –First Aider while wearing disposable gloves cleans wound using sterile water wipes. S/he will apply a plaster to a bleeding/open wound if necessary.
- All gloves and waste are discarded after each injury.
- Sprains/suspected breaks – Class teacher and principal are notified and parents are contacted. An ice-pack is applied to any swelling
- Head Injuries are always checked and reported to class teacher and principal. The injured child is monitored and parents are notified by telephone. The First aider or school secretary is responsible for contacting home to advise a parent. An ice-pack is applied if there is swelling.
- The purpose of the telephone call is to alert parents o the possibility of concussion symptoms emerging later in the day when child has left school.

### Treatment of Serious Injury

- In case of emergency, teacher present will call for support from partner teacher or teacher nearest in accordance with supervision policy, class teacher attends to injured pupil, and partner teacher takes responsibility for supervision of remainder of pupils. Dials 112 for advice.
- Principal will be notified and if it is considered prudent, an ambulance will be called.
- Administering Medication- see policy. Pupils with a chronic illness must have board of management approval and an approved medical plan before medication can be administered in school. **Parents must provide the class teacher (and if relevant, SNA) with a demonstration at the start of each school year for epi-pen use and/or inhalers. A note should be kept on the pupil's file each year to say that this demonstration has taken place, signed by teacher and parent. This note should also indemnify the staff member for any use of an epi-pen. Parents must ensure that all medication supplied to the school is kept within date.**
- Medical plans will be drawn up between a pupil's parents and the class teacher at the start of every school year and kept on file in the classroom. Medical plans are required for any child who has epilepsy, diabetes, severe allergies or asthma for example. The plans must detail how medication is to be administered when necessary at school and be specific to each child, signed by a nurse or medical practitioner and a parent.

### Records:

- A report is filed in Leabhar na dTimpistí/ accident book by the First Aider. The report includes the date of incident, brief description of injury and action taken.
- An Accident Report Form is filled out for all serious injuries or accidents. (Copy of Accident Report Form Attached.)
- These records are retained in the school office.
- School maintains these records for 10 years.
- At the end of each academic year Accident Report Forms are placed in relevant student's file.
- Serious incidents are reported to school insurance company in line with company policy which states :

- Where a serious incident occurs, the following protocol is observed.
  - Notify the company of any incident which is likely to give rise to a claim.
  - Get an early report from any witnesses to the incident.
  - Whilst being sympathetic and helpful, do not do or say anything which might be interpreted as an admission of liability.
  - If the incident involves equipment, it should be removed from service and kept for inspection.
  - Photographs taken of the exact location soon after the accident may prove invaluable in the event of an action against the school.
  - In event of serious accident or injury the school has an arrangement to inform school insurers and complete usual incident report form.

### Enrolment:

- Gaelscoil's enrolment form allows parents to inform school regarding pupil's health/allergies
- Enrolment of the child assumes that the parents accept the first aid policy of the Gaelscoil
- Parents should inform class teacher/office if any updated information is required or if any kind of medical plan needs to be put in place and provide any relevant demonstrations.
- This information is kept in child's file in the school.

### Staff Training.

The Board of Management provides regular training to staff on dealing with typical school first aid instances. Recent staff training took place on 10/3/23 and 25/4/2023.

Updated & Approved by B.O.M. in May 2023.

Siniú an Cathaoirleach: *Dáimís Caobhán*

Dáta: *8/5/2023*

Siniú an Phríomhoide: *Seán Ó Súilleabháin*

Dáta: *8/5/23*