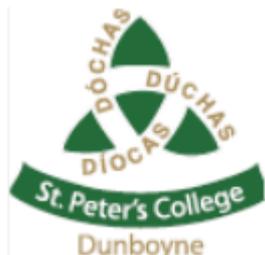


St. Peter's College
Dunboyne, Co. Meath
71950F



St Peter's College
Administration of First Aid Policy

Implemented: 13th June 2022

Review Date: 12th June 2025

Signed: __Maria Murphy_____

(Chairperson of the Board of Management)

Date:

St Peter's College is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils.

It is the policy of the St. Peter's College to train an appropriate amount of occupational first-aiders and to report specific accidents and incidents to Louth Meath ETB who will subsequently liaise with the Health and Safety Authority.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

Aims of this Policy

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the School when express permission has been granted for this. (See Administration of Medicines Policy)
- To ensure that all medicines are appropriately stored. (See Administration of Medicines Policy)
- To promote effective infection control.
- Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy, and make clear arrangements for liaison with ambulance services on the School site.

To achieve the Policy Aims, the School will:

- Have suitably stocked first aid boxes – delegated to the First Aid APTI
- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. The School will maintain a record of employees who have undergone first aid training which will be posted in the staffroom and on all first aid boxes
- Provide information to employees, pupils and parents on the arrangements for first aid. At each academic start up the First Aid APTI will present to staff to give an overview of the First Aid Policy and Incident Report Forms.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Ensure that an accident record file is maintained in the Student office and every incident that requires first aid is recorded and filed including any treatment given. The forms will be reviewed and analysed for patterns regularly and remedial action put in place.
- Endeavour when possible that a holder of a current First Aid certificate accompanies all trips, walks and field trips. A portable first aid kit will be taken on all such trips.
- Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.
- Ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

A map of First Aid Box locations is in the appendix – This map will be posted throughout the building in conjunction with the fire evacuation information.

The schools Eircode A86W864 is posted at the defibrillator and in each first aid box.

First Aid Travel Kits are available from office P beside room 52. Extra curricular teachers should liaise with First Aid APTI if kits are required.

Emergency Procedure in the event of an accident, illness or injury:

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately

for an ambulance or calling for a First Aider (see list in Staff Room/at Reception and various other locations around the School for up-to date information on designated First Aiders).

If summoned, a First Aider will assess the situation and take charge of first aid administration.

Minor Injuries

It is the policy of St. Peter's College that in the event of a pupil, staff member or other authorised personnel sustaining a minor injury while on the premises during school hours, appropriate First Aid Procedures will be followed using items stored in the school's First Aid box.

The following are stored in each of the school's first aid boxes:-

- Adhesive Plasters
- Sterile Eye Pads
- Sterile Dressings
- Safety Pins
- Triangular Bandages
- Disinfectant Wipes
- Paramedic Shears
- Examination gloves
- Sterile Water (where no clear running water)
- Packet Face Mask
- Water Based Burns Dressing
- Crepe Bandage

First Aid does not cover the administration of drugs or medications and they should not be kept in the workplace first aid box or kit.

In certain circumstance first aiders can assist in the administration of aspirin if available for suspected cardiac chest pain.

Defibrillators are located at the vicinity of the Staff Room at office G and Community Centre.

Serious Injuries

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
2. Call an ambulance and take the accident victim(s) to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
3. Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved), by removing people from the scene.
4. See to any students who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately.
5. When the above action has been taken, the incident must be reported to:
 - a) the Principal/Deputy Principal
 - b) the parents (or other closest relatives) of the victim(s),
 - c) the police, if a criminal offence may have occurred.
6. Allocate staff resources carefully between helping the victim(s) (eg. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.
7. Require (in so far as it is reasonable to do so) all adult witnesses and students who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.
8. Complete an 'Accident/Incident/Illness Report Form' (Appendix 1).
9. If the accident is serious, the school principal will report the matter to the LMETB and the school's insurers
10. Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it.

11. Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures.

12. If the accident is very serious, or fatal, report the matter to the Health and Safety Executive.

13. Make arrangements for the return to school of the accident victim(s) and of those worried or traumatised by the accident.

Ambulances

The designated First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any student is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardians or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardians or a named representative appointed by a parent arrives at the hospital.

Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron, where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

Reporting to parents

In the event of accident or injury to a student, at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

A list of emergency contact details is on eportal.

Visits and events off site

Before undertaking any off-site events, the teacher organising the trip or event will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Principal/Deputy Principal before the event is organised.

Illness

When a child becomes ill during the day the parents/guardians will be contacted and asked to pick their child up from school as soon as possible. If a student suffers a head injury/concussion their parents will be called to seek further medical attention.

Parent Responsibility

Parents must ensure that all contact information is up to date. If it is difficult to contact parents during the school day a third emergency contact number should be provided to the school.

Details of allergies and chronic conditions should be shared with the school. The school maintains a medical register – reviewed by First Aid APII bi-annually.

Medications will be held in the first aid office P

Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the student in mind.

Summary

Accident/Injury Procedures to be followed:

All incidents, no matter how trivial, whether to employees, students or members of the public must be reported immediately to the Principal/Deputy Principal via completion of an incident report available from the school office.

If a report is completed the student's parents should be notified immediately.

An incident/accident report file will be maintained for the recording of all accidents, incidences and injuries.

Serious Injuries

It is the policy of St. Peter's College that in the event of a pupil, staff member or other authorised personnel sustaining a serious accident, while in school, the following

procedures shall apply:-

- Where the injuries allow the person will be taken to the nearest available doctor.
- In the case of a serious injury, where it is deemed that movement of the person would cause further injury/risk to the health and safety of that person, medical assistance will be sought immediately.
- Parents/Guardians will be contacted.
- An accident report will be completed.