



First Aid Policy and Procedure

St. Louis High School

The purpose of First Aid is to ensure that any immediate danger and discomfort to all staff, students and visitors to St. Louis High School 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 will be passed on to medical professionals. Injuries should be fully examined by parents/guardians when children arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

The First Aid Team in St. Louis High School are volunteers from staff. All volunteer first-aiders on the staff have successfully completed a recognised training course in occupational first aid and based, at least, on the Basic Training Syllabus approved by the Health and Safety Authority. This is assessed by a registered and recognised examiner. A certificate is valid for two years. Records of training are maintained by the school office.

Aims

The aims of the First Aid Procedures are as follows:

- 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.

This policy was formulated using Health Safety Authority’s Guidelines “Managing Safety, Health and Welfare in Post Primary Schools”.

This satisfies the provisions of the General Application Regulations Chapter 2 Part 7 S.I. 299 of 2007 in relation to First Aid requirements. First Aid does not cover the administration of drugs or medications except for administration of 300 mg of aspirin for a person suffering a heart attack following the required protocol, indications and contra-indications. Aspirin will be administered only if there is a suspected heart attack and the following conditions are met:

- Patient is over 16 years old.
- No active stomach ulcers or bleeding disorders
- No allergies to aspirin
- Aspirin is checked for expiry date.
- 300mg

The Health and Safety Authority (HSA) recommend the following number of occupational first aiders based on the conclusion of the risk assessment:

- Up to 99 employees: 1 occupational first aider
- 100-399 employees: 1 occupational first aider
- 400-699 employees: 2 occupational first aiders
- more than 700 employees: 1 occupational first aider, extra first aider for every 300 employees or part thereof.

St Louis High School has 14 staff members qualified as occupational first aiders:

Sinéad Thornton	Richard Doyle	Ailish Duggan
Emma O’ Reilly	Rachel Fairbanks	Catherine Clayton
Hannah Begley	Aisling Phillipps	Maria Murphy
Áine Hyland	Katie Cully	John Sheahan
Rory O’Donnell	Rebecca Byrne	

Awareness of Medical Needs

- Parents/guardians are requested to inform the school of any medical condition or allergy from which their child may suffer.
- The SNA team records all relevant medical information on the VSWare medical tab.
- A medical register of students is available on the staff Teams. All staff are advised to identify any students in their class on the register and note the medical issue and appropriate action necessary if a medical issue arises.
- Relevant information is retained on the student file in the school office and by the year head.

- It is the parent/guardian's responsibility to notify the school of any changes in existing medical conditions.

Administration of Medicines

- The first-aid team will not administer any medication unless a consent form has been signed by a parent/guardian.
- The first-aid team will have the option if they would like to volunteer to administer medication with parental consent.
- Any child with an existing medical condition that may require hands on medical attention will have advised the school and class teacher and provided any medication (such as EpiPen/Inhaler) to ensure the appropriate care is given under the correct circumstances.
- Parents/guardians of children that have provided consent for the school to administer medication as outlined above must ensure that all medicines are clearly labelled with the child's name, date, dosage and frequency.

First Aid Procedure

- If a child suffers an injury, they will be assessed by a member of the first-aid team.
- Disposable surgical gloves must be worn at all times.
- A minor cut will be cleaned with an antiseptic wipe.
- Plasters to be used where bleeding has not stopped from applying pressure with antiseptic wipe and to keep the wound clean from infection.
- An ice-pack or cold object will be applied in the event of a bang but will not be applied to the head.
- 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.
- Students 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 Clubs will follow the same First Aid procedures.
- First Aid kits must be carried by the staff member whenever students are taken off site.
- All of the medical supplies will be monitored and replenished as necessary.
- 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.

Treatments:

- Cuts, grazes, blood injuries –First Aider while wearing disposable gloves cleans wound using sterile water wipes. All gloves and waste are discarded after each injury.
- Sprains/suspected breaks – ice pack applied.
- Head Injuries are always checked and reported to the parent/guardian and principal. The injured child is monitored, and parents are notified by telephone. The First aider is responsible for contacting home. If a parent cannot be contacted, then contact is made with other contact numbers given by parent at time of enrolment.

Treatment of Serious Injury

- In case of emergency, the teacher present will call for support from the first-aid team.
- The Principal will be notified and if it is considered prudent, an ambulance will be called.
- The student will be placed in recovery position, unless back or spine injury is suspected.

First Aid Station

Location

The First Aid Station is in the meeting room beside the Deputy Principal's office.

Contents of First Aid Box

- Dressings
- Disposable Gloves
- Antiseptic wipes
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Portable ice-packs.
- Scissors
- Adhesive plasters
- Sterile eye pads
- Safety pins
- Individually wrapped sterile medium, large and extra-large unmedicated wound dressings
- Individually wrapped disinfectant wipes
- Paramedic shears
- Sterile water
- Pocket face mask
- Water -based burns dressing (small and large)
- Crepe bandage

AED Automatic External Defibrillator

An automatic external defibrillator (AED) is a portable defibrillator. The provision of an AED is based on risk assessment. It can be used without medical training when responding to a cardiac emergency. St. Louis High School have two AEDs located on the ground floor and in the first aid press in the staff workroom. All volunteer first aiders have received AED training.

Informing Parents/Guardians and Logging Injuries

- The first-aid team will contact parents/guardian, when deemed necessary, once first aid has been administered.
- It is the responsibility of the first aider dealing with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the parent/guardian.
- All injuries, however insignificant, must be recorded on our Incident Log on the staff Teams. The report includes the date of incident, brief description of injury and action taken.
- A clear procedure must be in place for when an accident occurs, and first aid is required.

Review

This policy will be reviewed every two years.

This policy was reviewed and ratified on September 16th 2024.

Signed

Clíona Mc Donough

(Principal)

Patricia Bourden

(Chairperson)