FIRST AID

&

PROCEDURES POLICY

2026

Purpose

This policy sets out how we at Grangemockler NS deliver First Aid 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 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.

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 by the Class Teacher.
- It is the Parent's responsibility to notify the school of any changes in existing medical conditions.
- 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.
- A file containing all Class Lists in the school and medical conditions relating to particular children will be held by the principal, stored in the Office and made available to Class teachers & Substitute teachers.
- If a child is 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 Parents (or other contact as prioritised by the parent on the data collection sheet) to be contacted.

Administration of Medicines

- School staff will not administer medicines unless an administration of medication form has been completed by parent.
- Parents may administer non-prescribed medicines during the school day themselves by prior arrangement with the school.
- 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) to ensure the appropriate care is given under the correct circumstances.

- Parents of children that have provided medication as outlined above must ensure that all medicines to be administered are in the original container, clearly labelled with the child's name, dosage and frequency.

First Aid

- If a child suffers an injury, it will be assessed by the adult nearest to the child.
- All adults will be expected to deal with all instances of minor first aid.
- 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 icepack or cold object will be applied in the event of a bang but will not be applied to the head.
- Parents will be contacted if a child receives a bang 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.
- 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 Clubs will follow the same First Aid procedures.

Defibrillator

Purpose

The school recognises that the prompt use of an Automated External Defibrillator (AED) can significantly increase survival rates following sudden cardiac arrest. This section sets out the school's arrangements for the provision, maintenance, and use of an AED on site.

Location of the AED

The school AED is currently located at:

- **The school Office**

Clear signage is displayed to indicate the AED's location, and it is accessible during school hours.

Use of the AED

- The AED may be used by any member of staff or visitor in an emergency.

- No prior training is required to operate the AED, as it provides clear visual and verbal instructions.
- Staff are encouraged, where possible, to undertake basic life support (BLS) and AED awareness training.
- The AED must only be used in a medical emergency where a person is unconscious and not breathing normally.

Emergency Response Procedure

In the event of a suspected cardiac arrest:

1. Call **999** immediately and request an ambulance.
2. Send for the AED.
3. Begin CPR if trained to do so.
4. Follow the instructions given by the AED until emergency services arrive.

Maintenance and Checks

- The AED is maintained in accordance with the manufacturer's instructions.
- Regular checks are carried out to ensure the AED is in working order, including battery and pad expiry dates. (same time as Fire Drill)
- A record of checks and any maintenance or use of the AED is kept by **[School Office]**.

Training and Awareness

- The school promotes awareness of the AED's location and purpose.
- Training opportunities in CPR and AED use are made available to staff where possible.
- Information on the AED is included in staff induction and health and safety briefings.

Post-Incident Procedures

- Following use of the AED, the device will be checked, cleaned, and any used components replaced as soon as possible.
- The incident will be recorded in line with the school's accident and incident reporting procedures.
- Appropriate support will be offered to those involved.

Review

This section of the policy will be reviewed annually, or sooner if there are changes in legislation, guidance, or school arrangements.

First Aid Station

Location

The First Aid Station is located just inside the Main door; further supplies are located in the office. Each Classroom has a small First Aid box.

Contents of First Aid Box

- Adhesive Hypoallergenic plasters
- Sterile eye patch
- Individually wrapped Triangular Bandages
- Safety Pins
- Individually wrapped Sterile Un-medicated Wound Dressings Medium(no.8) (10x 8cms)
- Individually wrapped Sterile Un-medicated Wound Dressings Large(no.9) (13x 9cms)
- Individually wrapped Sterile Un-medicated Wound Dressings X-Large(no.3) (28x 17.5cms)
- Individually Wrapped Disinfectant Wipes
- Paramedic Shears
- Pocket face mask
- Water based burns dressing Small (10x10cms)
- Crepe bandage (7cm)
- Portable icepacks.
- Scissors

Informing Parents and Logging Injuries

- Parents will be informed of injuries through, Aladdin, a phone call or face to face.
- Where the child is very distressed or the injury is significant, Parents will be informed by phone.
- It is the responsibility of the attending adult to decide what is a "significant injury." They will make a common-sense judgement as any responsible Parent would and take into account the specific needs of the child concerned.
- 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 they may pass on accurate details to the Parent.
- Where 1st aid has been administered, it must be recorded on Aladdin.
- 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 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 'significant injury', if no contact is made an ambulance is called.

Provision for First Aid

- First Aid kits must be carried by the Teacher/supervising adult whenever they take children off site.
- All the medical supplies will be monitored and replenished as necessary. All Staff are responsible for alerting Ms. Power if they become aware that a particular First Aid Kit requires re-supplying.

Dealing with Common Illnesses and Infections

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 24 hours.
  It is the responsibility of the Parent to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If a child is found to have live head-lice, their Parents will be informed by the school office. All the other children in that class will be given a standard letter regarding head-lice and treatment to take home, asking their Parents to inspect their heads and to treat any infestation accordingly.
- The Parents of any child suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the child.
  If it is minor they will be asked to seek advice about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections.
- Any child who shows signs and symptoms of Covid 19/Flu will be brought immediately to an isolation area and the parents/ Guardians will be contacted. The child will be collected and brought home.

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.

- In instances of soiling, the Parent or Carer should be asked to come to the school and will therefore be able to attend to any of the intimate needs of the child. However, if the Parent or Carer is not able to attend, then the following guidance should be followed.
- Only a Staff Member to supervise or carry out intimate care.
- Staff must ensure that another colleague is aware that a child's intimate care needs is being supported.

- In line with the School's Child Protection Policy Staff should aim to remain potentially visible to colleagues, whilst providing privacy for the child, for example, keep the door slightly ajar.
- Talk to the child throughout, making clear what is happening. If necessary, a second adult can be summoned.
- The child should be involved as much as possible in his or her own intimate care.
- Protective gloves must be worn. A supply of spare underwear and tracksuit bottoms will be kept in the Infant Classroom.
- Care should be taken to dispose of any soiled wipes, bagged and disposed directly into the main outside bin.
- Soiled clothing should be placed in a plastic bag and tied firmly for returning to Parents.
- Every child must be treated with dignity and respect. Privacy should be ensured appropriate to the child's age and situation.
- Allow the child to be as independent as possible, in particular with removing underwear. Support the children in doing all that they can for themselves.
- Sanitary Pads and clean underwear are available to all Classes.
- If a member of staff has concerns about managing personal or intimate care, then they should make these known to the Principal.

Ratification of Policy

This policy was adopted by the Board of Management on 11/2/2026.

Signed: _____ (Chairperson of Board of Management)

Signed: _____ (Principal)

Signed: Vera Power (Teacher Responsible)

Date of next review: December 2027