



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

Coláiste Thulach Sheasta

First Aid Policy 2022



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Rationale

The **First Aid procedure** at Newport College is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident or becoming unwell.

- It is our policy to have at least one trained **first aider**¹ in the school who will provide first aid support as and when necessary.

1. The term **FIRST AIDER** refers to those members of the school community who are in possession of a valid Occupational First Aid certificate.

Aim of Policy

The **purpose** of the Policy is as follows:

- To provide effective, safe First Aid treatment for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- To provide a common approach for administering First Aid.
- To ensure that safe practices are followed in the administration of First Aid.

Procedures

The **aims** of the First Aid Procedures are as follows:

- To assess and treat minor injuries.
- To identify major injuries and treat same where possible.
- To provide basic First Aid treatment for minor injuries.
- Qualified First Aiders can recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called.
- It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.
- In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

IMPORTANT: First Aiders are not legally permitted to give any medication to Students.

Dissemination of Information

Staff will be informed as follows:

- All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified first aiders are.
- First aid notices naming the qualified first aiders are on display in both staffrooms as well as in the school office.
- Updates will be given at initial staff meeting of the school year and as necessary throughout the year via email.

Equipment

Equipment for First Aid Boxes

- There is a First Aid box in the **office across from the staff room** and **all practical rooms** in the school.
- There is a First Aid Bag for trips out which is kept in the **secretary's office**.
- All qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all necessary equipment, and that the equipment is in date.
- On the inside of the First Aid boxes is a recommended contents sheet.
- The boxes are checked at least once a term by one of the first-aiders in the school using form (appendix 2) and submitted to the Health and Safety Officer.

Emergencies

In an **emergency** the following may be required

- Emergency numbers are 112 and 999.
- The Eircode for the school is **V94A3W4**
- An Automated External Defibrillator (AED) is located outside the building to the left of front door.

Guidelines for Staff

FIRST AIDERS

- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- **Ensure** that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted
 - Met at hospital by a relative
 - The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given on the form available in staffroom and in office.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a separate bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

SENIOR MANAGEMENT

- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.

- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up-to-date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

TEACHERS

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by senior management.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Occupational First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to Reception if they are able to walk where a First Aider will see them; this student should be accompanied.
- If a student in class who feels generally 'unwell', the teacher sends a well child to the office to inform the Principal, Deputy Principal or Year head and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Inform Principal, Deputy Principal or Year head if you are informed of students who simply do not feel well.
- **MUST NOT** administer paracetamol or other medications.

Record Keeping

All serious accidents/injuries are recorded in the Accident Report Book

- All serious accidents/injuries are recorded in the Accident Report Form. (Appendix 1)
- Forms are available from the secretary's office.
- There is a single Accident Report Form which covers all persons in the school.
- The accident report form lists:
 - date and time of accident
 - type of accident
 - type of injury
 - part of body injured
 - a brief description of the circumstance of the accident, procedures followed by staff etc.
- These records are submitted to Tipperary ETB, and a copy is retained in the school office.
- Very serious injuries will be notified to the school's insurers.
- Relevant medical information on all pupils is obtained at time of enrolment.
 - Records are kept indefinitely
 - At the end of each academic year Accident report forms are placed in the relevant student's file

Staff Training

First Aid Training is organised by Newport College

- First Aiders should ensure that their qualification is always up to date.
- Training will be provided for staff who wish to take on the role.

APPENDIX 1: ACCIDENT/INCIDENT REPORT FORM

Accident: Incident:

INJURED PARTY DETAILS							
FIRST NAME(S)							
SURNAME							
ADDRESS (SCHOOL/CENTRE/OFFICE)							
DATE OF BIRTH							
SEX: MALE/FEMALE							
STATUS							
STAFF		STUDENT		VISITOR		CONTRACTOR	

If Contractor, what work was taking place:

Date of Accident/Incident	
Time of Accident/Incident	
Date Accident/Incident reported to Tipperary ETB	

Where appropriate, more than one box in each section may be ticked										
TYPE OF ACCIDENT				√	TYPE OF INJURY				√	√
Injured/damaged by a person					Fatality		Bruise			
Struck by/contact with					Concussion		Internal Injury			
Caught in/under					Abrasion/Graze		Fracture			
Slip/Trip/Fall					Sprain		Torn Ligaments			
Sharps					Burn/Scalds		Frostbite			
Road Traffic Accident/Crash					Injury no ascertained		Occupational Disease			
Exposure to substances/environments					Trauma		Other (specify)			
Manual Handling										

PART OF BODY INJURED (STATE LEFT (L) OR RIGHT (R))								
PART OF BODY INJURED	√	L/R	PART OF BODY INJURED	√	L/R	PART OF BODY INJURED	√	L/R
Head			Lower Arm, Wrist			Ankle		
Eyes			Elbow			Foot		
Face			Hand			Toe (one or more)		
Neck, Back, Spine			Finger			Trauma, Shock		
Chest, Abdomen			Hip Joint, Thigh, Kneecap			Other (specify)		
Shoulder			Knee Joint					
Upper Arm			Lower Leg					

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred
- The part of body where injury occurred e.g. **right arm, left leg, 3rd finger right hand etc**
- Equipment being used if any
- Steps taken after accident happened e.g. **first aider called, taken to doctor, bandage applied etc.**
- Steps taken (if possible) to prevent accident reoccurring

Large empty box for providing a detailed description of the accident/incident.

CONSEQUENCES		RESULT		ANTICIPATED ABSENCE	
<input type="checkbox"/> Fatal		<input type="checkbox"/> Medicine	<input type="checkbox"/> Sent Home	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 Days
<input type="checkbox"/> Non-Fatal		<input type="checkbox"/> Light Duty	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> 4-7 Days	<input type="checkbox"/> 7 Days +

Declaration:

IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by us to confirm your identity, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases we may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief.

Signature of Teacher present: _____ Date: _____

Signature of Principal / Vice Principal: _____ Date: _____



APPENDIX 2

AUDIT OF FIRST AID CONTENTS IN THE SCHOOL		
The boxes below should be checked at least once a term by a first- aider in the school and submitted to the Health and Safety Officer.		
ROOM		
Indicate if you require additional supplies		
Items to be in box	Quantity in box	Supplies needed
Storage First Aid Box	1	
Adhesive plasters	20	
Sterile eye pads	2	
Triangular bandages	6	
Safety pins	6	
Sterile wound dressings No 8	2	
Sterile wound dressings No 9	6	
Sterile wound dressings No 3	3	
Disinfectant wipes	20	
Scissors	1	
Gloves (pairs)	10	
Sterile water	2 x 500mls	
Pocket face mask	1	
Burns dressing Small	1	
Burns dressing Large	1	
Crepe bandage (7cm)	2	

Date of Audit	
Signed by staff member carrying out audit	
Date submitted to Health & Safety Officer	
Signed by Principal/Deputy Principal	