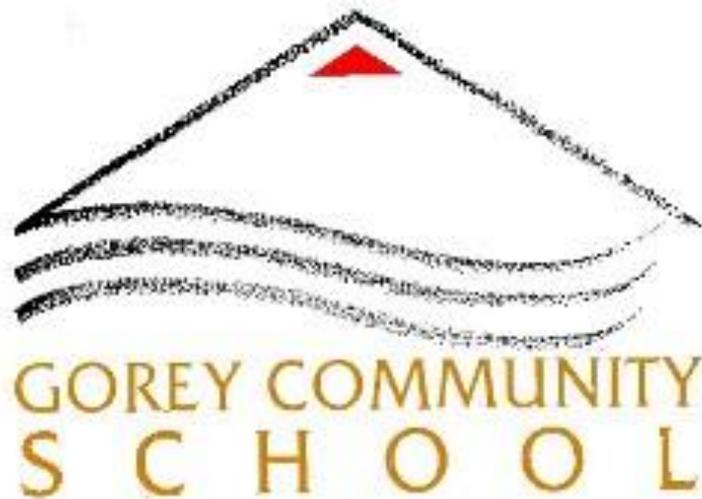


# Gorey Community School

## First Aid Policy



**28<sup>th</sup> January, 2018**

## **Policy Statement**

The Principal and Board of Management of Gorey Community School accept their responsibility under the 'General Applications Regulations' (2007) and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Gorey Community School recognise their statutory duty to comply with Safety, Health and Welfare at Work Act (2005) and agree to abide by the procedure for reporting accidents and dangerous Occurrences (2016).

Signed \_\_\_\_\_

(Principal)

Date \_\_\_\_\_

Signed \_\_\_\_\_

(Chairperson of Board of Management)

## Introduction

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'* (The Joint First Aid Manual 10<sup>th</sup> Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

## Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Place a duty on the Principal and Board of Management to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using the relevant form to the principal
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

### 1. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all staff.

Information on the current occupational first-aiders will be provided on staff notice boards and in the Reception.

“Occupational First Aider” means a person trained and qualified in occupational first aid.

First-aid means either:

(a) Treatment in a life-threatening situation (e.g. heart stoppage or severe bleeding) pending medical help, or

(b) Treatment for minor injury (e.g. cuts or bruises).

In relation to preserving life, the “chain of survival” concept is recognised. This is based on four vital links to save a life:

- (i) Early access
- (ii) Early cardiopulmonary resuscitation (CPR)
- (iii) Early defibrillation
- (iv) Early advanced care.

First-aid does not include the administration of drugs or medication.

### **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are in :-

- All Practical/Science rooms
- First Aider’s locker outside of the principal’s office
- The Reception

The contents of the Kits will be checked on a regular basis by: -

Practical Rooms: Subject teachers

Science Rooms: Subject teachers

P.E. Department: Subject teachers

First Aider’s Locker outside Principals office: Collette Price

Area 7 Life skills Kitchen: Martina Kehoe

Portable First Aid Kit for School based Trips: Reception Staff

- All staff on visits out of school are expected to carry a first aid kit with them at all times.
- Temporary allocated First Aid room – office located at front of school

Two Automated External Defibrillators (**AEDs**) are provided in school they are located :-

- On the corridor outside the main office
- Inside the Caretakers office

Maintenance of AED's will be checked monthly by: Liz Byrne

## Policy

### 1. First Aid Response

While on duty all staff have a duty of care to themselves and others to provide first aid assistance to the level of their competence, and to call on expert assistance if necessary.

### 2. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

### 3. Personal Protection

- First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid.
- Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water:
  - before and after contact with an ill or injured person
  - after contact with blood or and/or other body fluids or contaminated items
  - when protective gloves are removed.
- When soap and water are not available, first aiders will use an alcoholic based hand wash or equivalent.

#### 4. Transport to hospital or home

Where the injury requires urgent medical attention an ambulance will be called. In the event of a child the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, then the Principal may decide to transport the pupil to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

#### 5. Recording

##### First Aid Records

- A First Aid Report form is completed by the trained First Aider providing first aid and includes:
  - name of person receiving first aid
  - date and time
  - Injury/Illness
  - description of history and symptoms
  - treatment provided
  - referral arrangements (e.g. ambulance, hospital, medical service)
  - name of person providing first aid and completing the First Aid Report form.
  - Witness of signature
- In the event of an accident an Accident Report Form should be also be completed, and the corresponding First Aid Report should be attached.

\*The original copy is given into the main office for the attention of the principal and is retained securely in his office. These records will be readily available and shown to a Health and Safety Authority inspector if requested.

## 6. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made using the Accident Report Form.

## 5. Children with Medical Needs

A list of children who have epipens, inhalers or who have diabetes will be in the reception. The location of each child's epipen or inhaler will appear alongside the child's name.

## 6. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

Review Date: \_\_\_\_\_