



First Aid Policy

1. First Aid Policy and Procedure

1.1 Purpose

This policy sets out how staff at Ballymakenny College 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 Ballymakenny College (referred to as 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 pupils arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

1.2 Information on First Aid Arrangements

The Principal will inform all employees at the school of the following:-

- The arrangements for First Aid;
- The location of the First Aid Kits.
- The arrangements for recording and reporting of accidents;
- Those employees who are qualified First Aiders;

In addition the Principal will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

1.3 Arrangements for First Aid:

- The School will provide materials and equipment and facilities to provide First Aid.
- First Aid kits are kept in the First Aid Room and in the PE office and in all the Practical classrooms (Science labs, Technology room, Construction room and Engineering room and both Home Ec kitchen. The contents are checked regularly by Occupational First Aid trained staff and teachers that use the classroom regularly. Where necessary the Principal is notified of the need to re-order stocks.
- Before undertaking any off site activities the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

1.4 Automated External Defibrillators (AEDs)

- An AED is located in the reception area of the school
- The school will organise AED training for a large number of staff every 2 years.
- AED pads have an expiry date. These pad are checked at the beginning of the school year and purchases made where necessary.

1.5 Illness at School

- If a pupil is taken ill whilst in the classroom, the Teacher will assess the condition of the pupil and if it is considered by the teacher that the pupil needs to go home he/she will follow school protocol.
- If a Parent cannot be contacted, a voice mail message will be left if possible.
- In the event of not being able to contact a parent, the nominated emergency contact will be contacted.
- In the event of a serious incident, where necessary, an ambulance will be called by the Principal or Deputy Principal.

1.6 First Aid

Members of staff have been trained in basic first aid and AED

- If a pupil suffers an injury, it will be assessed by the teacher nearest to the child.
- All teachers will be expected to deal with all instances of minor first aid.
- In the event of an emergency, if any staff member in school is concerned for the health and safety of the pupil following an injury, they should call emergency services.
- Pupils will only be taken to hospital by ambulance or directly by their Parents.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined in this policy.
- The same First Aid procedures will be followed for school activities off site.

1.7 Informing Parents/Guardians and Logging Injuries

- Parents/Guardians will be informed of injuries where applicable.
- Where a pupil is very distressed, or the injury is significant, Parents/Guardians will be informed by phone by a staff member.
- It is the responsibility of the staff member who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may firstly pass on accurate details to parents and secondly for when filling out an Accident Report form.
- All injuries, however insignificant, must be recorded by the teacher on yard duty in the incident report.

1.8 Accidents involving bumps to a Student's head

- All head injuries are potentially serious
- Treat as appropriate for either bruising or bleeding
- In addition, observe the child carefully looking out for signs of concussion such as double vision, blurred vision, inability to focus, dizziness, inability to respond appropriately to simple questions, nausea, pallor, clamminess.
- Always contact parents so that they may continue to watch out for signs of concussion.
- If serious contact ambulance

1.9 Transport to Hospital

- 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.

2. Success Criteria & Monitoring

The First Aid/Medication Policy was devised in consultation with the students, parents, staff, management and Board of Management of Ballymakenny College.

This policy will be reviewed regularly as part of the normal Whole School Development Planning review cycle. If necessary, it may be reviewed at any time considering changing circumstances and/or changing legislation. Any amendments which need to be made will be in keeping with the general philosophy of the school. Any suggested amendments/improvements will be communicated to the Principal or Deputy Principals who will consult with all partners.

Approved by the BOM of Ballymakenny College on 17th of April, 2024

Signed by Chairperson: Máire Ní Bhroíthe