

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.



Phone: 056 7721402

Fax: 056 7763652

email: office@cbskilkenny.ie

ADMINISTRATION OF FIRST AID POLICY Mar 2020

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Introduction

This policy re-enforces the elements of the school mission statement which advocates providing a safe and secure learning environment for each student and ensuring a duty of care at all times while the school is in operation.

Rationale

This policy should be read in the context of the **CBS Kilkenny, Accident and Incident Policy**. The formulation of this policy enables CBS Kilkenny to effectively:

- Provide for the immediate needs and requirements of students who have sustained either a minor or a serious injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar
- Provide guidelines for the administration of medication in the school.

Roles and Responsibilities

The overall responsibility for the day to day management of school supervision/routines rests with the principal. The class teacher is responsible for classroom supervision, and teachers on yard duty are directly responsible for the supervision of students at break time. The school's Health and Safety Officer is the Principal.

Aims

- To ensure the physical safety and wellbeing of all staff and students
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- To provide training for staff with the effective use of outside expertise so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work.

Procedures

The safety of students and staff is a priority for the Board of Management, and robust measures have been put in place to ensure that no students or staff members are put at risk.

- All students are covered 24/7 by Brennan Insurance and underwritten by Capital Cover Group.
- A number of staff members are qualified to administer First Aid. A list of qualified personnel is displayed in the front office and staff room.
- Established procedures are in place in the event of accidents.
- There are at least three teachers on supervision at any one time.
- Class groups who leave the school on trips will, where possible, be accompanied by at least two adults.
- For school tours and sporting events, it is recommended that one of the accompanying teachers will bring a standard First Aid kit.
- Prescribed medicines will only be administered at school in cases where it is absolutely necessary and the procedures have been clearly outlined to designated staff members who have been authorised to administer medicines
- Non-prescriptive medicines will neither be stored nor administered to students in the school.
- Prescribed medicines will not be administered by the school without the consent of a students' parents or guardians.
- Parents/guardians of a student who needs to take medication, must inform school management, to authorise appropriate members of staff to administer medication.
- Medication required by students is stored centrally in the staffroom in labelled containers. Training has been provided for SNAs to administer certain medications.
- Parents must inform school management of any medical conditions their son may have.

Typical Injuries

- Minor cuts and bruises
- Sprains
- Faints and shocks
- Bumps to the head
- Nose bleeds
- Eye injuries
- Severe bleeding
- Burns and scalds
- Unconsciousness
- Stings and bites

In the event of any of the above situations arising, where possible, a qualified Occupational First Aider (OFA) will administer care. If the OFA is unavailable, the supervising teacher should refer to the First Aid Responder Manual located beside the First Aid Box in the Front Office.

Treatment Procedures

Minor Cuts and Bruises

- Wearing disposable gloves, clean around cuts using cotton pad and water, cleaning from the centre outwards.
- Check for any small bodies which may be embedded in the wound.
- Place a plaster on the wound if necessary for comfort or hygiene.

Sprains/Bruises

- Ice pack is applied and, if possible the affected area is elevated.
- Teacher observation is maintained
- If in doubt parents are contacted by phone.

Nose Bleeds

- Do NOT tilt the head back. Have the casualty sit up straight and lean slightly forward.
- Pinch the casualty's nose just below the bridge and apply constant pressure for 5 minutes. If the bleeding hasn't stopped continue treatment for 5 more minutes.
- An icepack may be applied to the back of the neck.
- Seek medical help and contact parents if the bleed does not stop after 10 minutes of pressure.
- Seek medical help immediately if the bleed follows a blow to the head or face.

Head Injuries

- 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

Eye Injuries

- All eye injuries are potentially serious.
- If there is something in the eye the eye may be irrigated with sterile water.
- For bruising/ black eye an icepack may relieve pain and reduce swelling.
- If there is cause for concern both eyes should be covered with a loose sterile dressing and medical help should be sought promptly.
- Contact parents

Stings

- If the sting is still in the skin (e.g. bee sting) it is important to remove it. Scrape it out carefully with the edge of a card/knife/fingernail.
- Apply an ice pack to reduce inflammation and swelling. The small local reaction (itching and/or swelling) will go away over time.
- • If you see signs of a general allergic reaction (swelling of the mouth or lips, difficulty breathing) get medical help urgently. Phone 999 or 112.

Faints and Shocks

- Place the casualty in the recovery position
- Check vital signs
- Ensure there is fresh air
- Reassure casualty
- Contact parents

Burns/ Scalds

- Remove child from danger area
- Cool burnt area with cold running water for at least 10 minutes
- If possible, remove rings etc
- Do not remove objects stuck to the skin
- Contact parents/doctor.

Severe Bleeding

- Act instantly-GO, Go, Go!
- Send for help
- Apply direct pressure with your hand, a sterile dressing or a lint free cloth. Raise the limb if no other injury is present.
- Do NOT use a tourniquet.
- Do NOT remove an impaled object.
- Do NOT remove a dressing once it has been put in place.
- Treat for shock
- Contact parents
- If very serious contact ambulance

Unconsciousness

- Send someone to phone ambulance
- Send someone to phone parents
- Check vital signs
- If subject is not breathing commence artificial respiration
- If subject is breathing but you suspect broken bones in neck or back do not move them. Otherwise place the child in the recovery position.

In the event of a Minor Accident/Injury

The injured party is initially assessed by the teacher on supervision duty. If deemed necessary, the student will be taken to the main office. No medicines are administered, but cuts are cleaned with gauze and water or anti septic wipes. Bandages/plasters will be applied if deemed appropriate. The use of plastic gloves is advised at all times.

In the event of a more Serious Accident/Injury

If considered safe to do so, the injured party will be brought to the main office. Parents/guardians will be immediately informed if there is a suspicion of serious head injury, broken bones or eye injuries. In the event of parents/guardians being unable to take the student to the hospital, contact will be made with the emergency services. In the event of an ambulance being unavailable, two staff members will accompany the student to the hospital. Meanwhile the student will be kept under observation until parents/guardians arrive, while keeping the child as comfortable and as calm as possible.

In the event of a very Serious Accident/Injury

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions it may be agreed that staff taking the child to Accident & Emergency is a more prudent option, particularly in the case of rapid blood loss. Insofar as possible, parents/guardians are kept informed of the developing situation. At all times, the school endeavours to keep an up to date list of contact phone numbers and regularly remind parents/guardians to inform them of changes to phone numbers.

Resources

First Aid boxes are located in the staff room, the PE office, the main office and some of the specialist classrooms. All staff members are aware of these locations. It is the duty of the post holder in charge of Health & Safety to ensure that these First Aid boxes are adequately stocked at all times. It is also the responsibility of the post holder to complete an annual order to replenish the First Aid supplies in the school.

First Aid and CPR responder training.

The school provides training in First Aid to First Aid school responders, this training will be reviewed and updated every two years (or earlier if necessary.) The team is trained to respond to emergencies, using basic First Aid and to know when to call an ambulance.

The First Aid responders and SNAs are NOT trained medical personnel. The purpose of First Aid training is to preserve life, protect from further harm, prevent worsening of condition and to provide relief and reassurance. It does NOT replace medical treatment. Therefore, First Aid treatment is in line with the school's duty of care and to take all reasonable measures to ensure the health, safety and welfare of the students.

Staff are kept informed of and updated with regard to procedures, protocols, and developments in relation to students' medical conditions.

Automated External Defibrillators (AED)

CBS Kilkenny Secondary school provides automated external defibrillators (AEDs) in the school to prevent sudden cardiac death. Early defibrillation using an AED is one of the vital links in the chain of survival. An up-to-date list of trained staff is located in staffroom and front office. AEDs are located outside the staffroom and in the front office. The management and care of the AED is under the remit of the Health and Safety Officer and is checked during the school year.

Record Keeping

All accidents/injuries are recorded on the Accident Report Form which is found in the teacher's handbook. This must be fully completed by the relevant teacher (date and time of accident, witnesses, nature of injuries, a brief description of the circumstances of the accident, procedures followed by staff etc.) On completion of this form it will be stored in the relevant file in the Deputy Principal's Office.

Evaluation

The success of this policy is measured by the following criteria:

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents/guardians, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____ Date: _____
Chairperson, Board of Management