**Knockconan National School**

**First Aid Policy 2018**

It is the policy of Knockconan NS to ensure that appropriate first aid arrangements are in place for children, staff and any visitors to our premises. This includes providing sufficient training for our staff and maintaining an adequate supply of first aid equipment.

**Linked school policies:** Administration of medicines policy,Child Protection Policy, Health and Safety Statement, Intimate Care Policy, Code of Behaviour and School Tours Policy

**Health and Safety Rep:** Mrs Boyle is responsible for the First Aid Box / Kit and its contents, updating the Health and Safety Statement annually, ensuring that the Accident Report Book is completed.

**Staff Training:** As of September 2016 all staff have been trained in first aid. It is our intention that this training will be updated after two years as required for certification.

The school is now commencing a training programme in Basic Life Support (with certification) for pupils.

**First Aid Box:**

* The First Aid box/kit can be found in the school office.
* After use it should be immediately returned there.
* The contents of the First Aid Box will be based on advice from first aid training

**Procedures:**

The following are general first-aid related procedures to be followed by all staff:

NOTE: Injuries in school such as those from trips or falls on the school playground or in the classroom may vary in seriousness from very slight to serious. Those administering First Aid do have to make judgement calls on these injuries in good faith. Any First Aid rendered by the school is intended to be purely of a temporary nature. Injuries should be fully examined by parents/guardians when children arrive home.

When an accident occurs we seek to

* If a member of staff is aware that anyone on the school premises has been taken ill, or has had an accident, they should summon another member of staff for assistance.
* Respond promptly to all requests for assistance
* Look after the casualty until recovery has taken place or further medical assistance has arrived.
* Inform parents if necessary (Note: it is school policy to inform parents of any injury to the head, whether deemed serious or not. For minor injuries a note may be written in the child’s homework diary, the parent may be informed when collecting the child or a phonecall may be made)
* In the case of an injury / accident which requires further attention, the parent / guardian is informed. If they cannot be contacted, the child is taken for medical attention where necessary ie the school will make the decision.)
* Call an ambulance where necessary. (Assess the patient’s condition and then call 999 or 112 for advice )
* Look after the first aid equipment and ensure that containers are re-stocked when necessary
* Report details of the accident and action taken in the Accident Report Book which is kept in the school office.
* Any loss or damage to first aid equipment must be reported to the Health and Safety rep.
* If a first aid kit is poorly stocked, this should be reported to the Health and Safety rep..
* All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing the Health and Safety officer when items need to be replaced.

**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. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the Accident Report Book.

**Children with Medical Needs**

A list of children who have medications such as epipens, inhalers or who have diabetes will be kept in the school office.

Where a child requires the administration of medicine from a member of staff, the appropriate form must be completed by parents/guardians annually in advance. (See Administration of Medicines Policy)

This policy was ratified by the Board of Management on 21st March 2018

Signed …………………………………………Breda Mc Kenna (Chairperson)

Signed …………………………………………Emer Brennan (Principal)