

St John the Baptist Junior Boys' National School

First Aid Policy

Roll No: 19006Q

Introduction

This policy was reviewed and updated as part of the Board of Management's rolling policy review. It was drafted with all school personnel and visitors to the school in mind.

Break-times present a good opportunity for pupils to get valuable exercise and return to class invigorated. As a Staff, we value such opportunities. We also see yard-time as a valuable opportunity to develop and improve social skills and resilience through turn-taking, and dealing with success and failure. Inevitably, accidents do occur at play time though thankfully most are minor and easily dealt with. The actions required are usually routine and predictable. Similarly, accidents or sudden illness may occur in class. We have a number of pupils with medical conditions which may suddenly deteriorate and need immediate response. This policy seeks to address how we deal with and communicate with Parents when such accidents or illnesses occur in School.

In the event of illness or injury, staff/Parents will endeavor to exercise their discretion when dealing with the situation.

From time to time we have pupils with specific medical conditions. Should these boys require treatment for illness or injury we adhere to the procedures in our Administration of Medicines policy.

Definitions

Parents: The word "Parents" as used in this document refers to any person having a position of legal responsibility for a pupil, including birth parents, adoptive parents, foster parents, step parents and legal guardians; as notified to the School from time to time.

School: The word "School" as used in this Policy refers to St. John the Baptist Junior Boys' National School, Seafield Road West, Clontarf, Dublin 3, Roll No. 19006Q.

Staff: The word "Staff" as used in this particular Policy refers to all staff, teaching and non-teaching, permanent and temporary, substitute staff, trainee staff, students, administrative and caretaking staff who are employed in or by the School and those who volunteer assistance in School activities.

Board: The word “Board” as used in this document refers to the Board of Management of St. John the Baptist Junior Boys’ School, Seafield Road West, Clontarf, Dublin 3.

Rationale

Activity breaks are vital if pupils’ attention is to be sustained for the whole school day. The staff regularly rotate yard activities on the yard plan and a yard report features at each staff meeting. We are an accredited Active School and so ask Parents to ensure that boys have coats with hoods so that they can have their break in the fresh air whenever possible. We also are fortunate to have the use of the astro one day per week, the services of the GAA coach from Clontarf GAA and the use of the pool in the CRC for boys in 2nd classes where they complete the aquatics strand of the Primary PE Curriculum.

We have very good supervision both in class and in yard and are fortunate to have a rota of volunteer Parents at both morning and lunch breaks. This policy recognises that despite these proactive steps, we need to have protocols in place for when a more serious accident or a sudden illness occurs in any area of the School or on trips out of school.

Relationship to School Ethos

The School Ethos Statement states

‘We believe that children remember what type of person their teacher was. We hope that children will recall that we were kind, that we cared and that we were interested in them. We believe that children will learn by observing us. We believe they will develop good self-esteem by experiencing how we treat them and we hope that they will realise that while they were pupils here, they were cherished’. The Ethos Statement informs this policy as it reinforces the caring and kindness we seek to show pupils when ill or injured at School or on school-related activities.

Aims of this Policy

- To ensure that when a person falls ill or is injured, he/she is seen to as quickly as possible by a member of Staff in order to decide what course of action we should take.
- To ensure that where Staff feel it necessary, medical attention is called as quickly as possible

- To ensure that where Staff feel it necessary, Parents are contacted as quickly as possible.

Resources

- Accident book,
- First aid box containing, paper towels, plasters, purified water, latex gloves.
- Ice-packs which are brought to yard each morning.
- Emergency medicines for pupils who so need.

Procedures

If an accident occurs in yard

Boys are always well-supervised in the yard. We do not allow rough or dangerous play.

- The first aid area for yard is the wooden bench at the corner near the rear door of the Hall.
- If a child falls in the yard Staff/Parent should encourage him to get up himself. If the child is unable to do so he should be left where he is until a medically trained person arrives on site.
- If a boy is injured in the yard, Staff/Parent brings him to the first aid area.
- In the case of a minor injury Staff/Parents will reassure the boy and if they deem it necessary, treat his injury and record the incident in the yard incident book.
- Typically bumps to the head are treated with an ice-pack which should be applied for no more than 10 minutes.
- Staff/Parent on duty informs the class teacher of the injury if they deem it necessary.
- If either the Staff/Parent on duty or the class teacher has concerns about the injury, then one sends a message to Principal or secretary to contact Parents.

More serious accidents in yard

- Where the Staff/Parent on duty in the yard is of the view that a serious accident has occurred, they will administer first aid and notify the Principal or secretary who will contact Parents.
- If a serious accident occurs and the School cannot contact the Parents of the child, then a member of Staff will ring the emergency contacts by phone. If we still cannot

get an answer, then either the School will contact an ambulance or the Principal will take the child to a local doctor accompanied by another adult.

When an accident or illness occurs in class/school grounds.

If an accident/illness occurs within the School, then the Staff/Parent will

- If another member of Staff or a Parent in the room, send that person to the neighbouring class to summon help and get word to the Principal, or
- If no other member of Staff or Parent is present, send two boys to the nearest neighboring classroom to summon help and get a message to the office.

If an accident or illness occurs in the hall/stage/astro

If an accident/illness occurs in the hall/stage/astro and the member of Staff is on his/her own, then the member of Staff will

- Send two boys to the nearest occupied teachers' room to inform the teacher of the accident.
- These boys will then proceed to the office to get word to the Principal or Deputy either in person or through school office.
- If there is an SNA, or other member of Staff in the hall, one of them will summon help.

If an accident or illness occurs during a school tour or outing

The following procedures will apply when Staff leave the school premises on an outing or excursion

- Staff will bring a basic first aid kit with them.
- In the case of children with medical conditions, the boy's teacher will bring his anapen/jext pen and any other vital medicines in the teacher's own bag.
- If an accident/illness occurs, then Staff/Parent will act as a prudent parent would.
- Following a serious accident when away from the School, Staff/Parent will contact the school to advise of the accident. Principal or secretary will then make necessary arrangements.

Asthma/fractures

If a boy has a fracture, asthma or any other condition which may render outside yard-play dangerous for him his parents must seek permission for him to stay in for breaks. In such circumstances, a teacher will supervise boys in another class.

Defibrillator.

There is a defibrillator in the junior school lobby for the use of both the School and St John the Baptist Senior Boys School. It is serviced regularly. The Board will ensure that there is at least one member of Staff trained in its use through an accredited training course.

Anaphylaxis

At the beginning of each school year all Staff are given a demonstration on how to administer medication to children who are at risk of anaphylactic shock. (See Administration of Medicines policy).

Roles and Responsibilities

Volunteers:

- Volunteer Parents must sign in on accident book.
- Volunteer Parents inform teacher on duty if there is an incident they are concerned about.

Staff:

- Where serious injury or illness occurs, Staff consult with the Principal who decides whether the injury or illness is one which can be treated in School or whether Parents need to be contacted to collect a child.
- Designated Staff member(s) are responsible for purchase and maintaining of the First Aid box supplies.

Parents

- Parents must inform the School of any change in their contact numbers.

Principal

- The Principal's report to each Board meeting contains a section on school accidents and illnesses.

- The Principal brings the Accident Report Book to each Board meeting.
- The Principal arranges for a report on the yard at each staff meeting.

Success Criteria

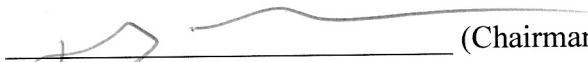
- Positive feedback from Parents of children who were injured or became ill while at School.

Ratification and Review

This Policy will be reviewed every two years beginning 2018.

Implementation

This policy was presented to and agreed by the Board at its meeting of April 5th 2016 and became operational from that date.

Signed  (Chairman Board of Management)

Date 3-4-2016