



**St John the Baptist Junior Boys' School**  
**Roll No: 19006Q**  
**First Aid Policy**

## **Introduction**

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. 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.

## **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 Policy refers to all staff, teaching and non-teaching, 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. 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. 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 the 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.

## **Aims of this Policy**

- To ensure that when a pupil falls ill or is injured, he 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 soon as possible.
- To ensure that Staff have training and resources necessary to administer basic first aid.

## **Resources**

- Accident book,
- First aid box containing water wipes, plasters, sterile water spray, hand sanitiser.
- Icepacks
- Basic Classroom 1<sup>st</sup> Aid kits

## **Procedures**

- The first aid area is the wooden bench at the corner near the rear door of the Hall.
- When a boy is injured in the yard, he walks to the first aid bench or is helped by a member of staff.
- Staff will ascertain how the accident happened, reassure the boy, treat his injury (if they deem it necessary) and record the incident in the Yard Incident Book.
- Typically, a bump to the head is treated with an ice pack, which is applied for no more than 10 minutes.
- The teacher on duty informs the class teacher of the injury.
- In the case of a head bump, the office is informed, and a message is sent to Parents

## **More serious accidents**

- Where the Staff in yard are of the view that a serious accident has occurred, they will notify the School Secretary who will contact Parents.
- If, in the case of a suspected serious accident, the School cannot contact Parents, then we will seek to contact the emergency contacts. If we still cannot get an answer, then the School will contact an ambulance.

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

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

## **If an accident or illness occurs in the outdoor classroom/playground area/hall/stage/astro/library/hub**

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

- Send 2 boys to the office to get word to the Principal or Deputy Principal.
- If there is an SNA, or other member of Staff in the hall, one of them will summon help.
- Staff must bring their mobile phones to astro and the outdoor classroom/ playground/ library. If a serious accident occurs, staff must ring the school office to summon help.

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

The following procedures will apply when Staff leave the 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 will act as a prudent parent would.
- Following a serious accident when away from the School, Staff will contact the school to advise of the accident. Principal or secretary will then make necessary arrangements.

### **Asthma/Fractures**

In most circumstances, the boy will bring a sedentary activity to the yard and play it on the bench with a friend.

### **Defibrillator.**

There is a defibrillator in the 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**

#### **Staff:**

- The teacher on duty consults the class teacher and decides, as a prudent parent would, whether the injury or illness is one which can be treated in School or whether Parents need to be contacted to collect a child.
- Staff record whether a plaster has been applied and communicate this to class teacher.
- Staff record if an icepack was applied.

- Staff must inform the school office of all head bump accidents, and a message is sent to Parents where ice has been applied.

#### Parents

- Parents of children who may need medicines on a regular basis **must** write to the Board seeking its permission for staff to administer such medicines. (see Admin of Medicines Policy).
- Parents should not send a sick child to School.
- Parents should notify the school if their child has any contagious illnesses.
- Parents should ensure that all contact details and emergency numbers are up to date.

#### Principal

- The Principal's report to each Board meeting contains a section on H and S

#### **Success Criteria**

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

#### **Ratification and Review**

This policy was ratified and adopted by the Board of Management on the 11th of February 2025.

Glenn McIlennan

Chairperson of Board of Management

11/2/25

Date

Fiona Sheridan

Principal

12/2/25

Date