



### Policy Statement

The Principal and Board of Management of **Monaghan Collegiate School** accept responsibility as far as reasonably possible to safeguard the health and safety of students when they are authorised to be on school premises or when they are engaged in authorised school activities elsewhere.

### Introduction

**'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'.**

Staff administering First Aid should seek to;

- assess the situation,
- protect themselves and the casualty from further danger,
- deal with any life threatening condition and
- where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

### Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Place a duty on the Principal and Board of Management to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to offer First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

### **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

- External defibrillator
- Sport's Hall
- Room 3 Science Lab
- Room 7 Home Economics
- Room 14 Construction
- Room 13 Engineering
- First Aid room.

### **A standard First Aid Kit will contain the following items:**

Leaflet giving general advice on First Aid

- a. 20 individually wrapped sterile adhesive dressings assorted sizes
- b. 4 triangular bandages
- c. 2 sterile eye pads
- d. 6 safety pins
- e. 6 medium wound dressings
- f. 2 large wound dressings
- g. 3 extra-large wound dressings
- h. a pair of disposable gloves

The contents of the Kits will be checked on a regular basis by the teacher in charge of the room overseen by Mr Dugdale H&S.

The School First Aider(s) is/are Mrs Siobhan O'Connor, Ms Joanne Murnaghan, Mrs Yvonne Deery, Mr Johnston Reid and Mr George Dugdale.

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.

### **Information on First Aid Arrangements**

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

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

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;
- Their room number or extension number;
- 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.

### **Accidents involving bumps to a Pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required parents/guardians will be notified by phone.

### **Transport to hospital or home**

The Principal/Deputy Principal or someone delegated by them will determine the appropriate action to be taken in each case.

Where the injury requires urgent medical attention or the condition of the person involved is causing serious concern then an ambulance will be called and the pupil's parent or guardian will be notified.

If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal may decide to transport the pupil to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to assist the injured pupil.

#### **Associated policies:**

**Health & safety policy**  
**Administration of Medication policy**  
**Accident Injury policy**