



**Coláiste Pobail Acla**

## **First-Aid Policy**

**Coláiste Pobail Acla,  
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Achill,  
Co. Mayo.**

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## **1. Purpose**

This policy sets out how we in Coláiste Pobail Acla deliver First Aid and the roles and responsibilities of all Staff in administering First Aid. The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the school is intended to be of a temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when children arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

## **2. Awareness of Medical Needs**

- On our School's Enrolment Form, Parents are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Relevant information is retained in the office
- It is the Parent's responsibility to notify the school of any changes in existing medical conditions.
- At the end of each academic year Teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- A file containing all Class Lists in the school and medical conditions relating to particular children will be held by the Principal, stored in the Office and made available to Substitute teachers.
- If a child is taken ill whilst in the classroom, the Teacher will assess the condition of the child and if they feel that the child needs to go home, they will arrange for Parents (or other contact as prioritised by the parent on the data collection sheet) to be contacted.

## **3. First Aid**

- If a child suffers an injury, it will be assessed by the adult nearest to the child.
- All adults will be expected to deal with all instances of minor first aid, however, if available.
- Disposable surgical gloves must be worn.
- In line with COVID-19 guidelines, the adult administering First Aid will also wear a face covering and visor.
- A minor cut will be cleaned with an antiseptic wipe.
- Plasters to be used where bleeding hasn't stopped from applying pressure with antiseptic wipe and to keep the wound clean from infection. Parent/Guardian will be notified about this, by the class teacher, and advised to change the plaster to prevent infection.
- An icepack or cold object will be applied in the event of a bang. Ice packs kept in freezer in the Staff Room.
- In the case of any head injury, a parent/ guardian will be notified IMMEDIATELY by the office.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the child following an injury, they must call 999/112.
- Children will only be taken to hospital by ambulance or directly by their Parents. Staff will not transport children to hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- After School Classes / Training Sessions will follow the same First Aid procedures.

**NOTE: The First Aid Station is in the secretary's office**

### **Contents of First Aid Box**

- Assorted Adhesive Plasters
- Triangular Bandages
- Sterile Eye Pads
- Sterile Wound Dressings (medium & large)
- Antiseptic wipes
- Crepe Roller Bandages
- Adhesive Tape
- Elasticated Roller Bandage
- Cotton Wool
- Antiseptic Solution / Wipes
- Latex Gloves
- Tweezers
- Blunt Top Paramedic Scissors
- Safety Pins
- Note Pad & Pen
- Ice Packs in Freezer
- Tissues

### **4. Informing Parents and Logging Injuries**

- Parents will be informed of injuries through a note in the Homework Diary or through a phone call home if necessary.
- Where the child is very distressed or the injury is significant, parents will be informed by phone.
- It is the responsibility of the attending adult to decide what is a “significant injury.” They will make a common-sense judgement as any responsible Parent would and take into account the specific needs of the child concerned.
- It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the Parent.
- All injuries, however insignificant, must be recorded in our Incident Book.
- When informing Parents by phone, Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the Staff member / Secretary has not been able to speak directly to Emergency Contact 1, then Emergency Contact 2 should be contacted and a voice message left if necessary.
- In the case of a ‘significant injury’, if no contact is made an ambulance is called.
- **Parents will be informed immediately, by phone, in the event of a head injury.**

### **5. Provision for First Aid**

- First Aid kits must be carried by the Teacher/supervising adult whenever they take children off site.
- All of the medical supplies will be monitored and replenished as necessary. All Staff are responsible for alerting the Principal or the Deputy Principal if they become aware that a particular First Aid Kit requires re-supplying.

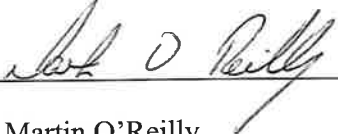
### **6. Dealing with Common Illnesses and Infections**

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 24 hours. It is the responsibility of the Parent to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.

- If a child is found to have live head lice, their Parents will be informed by the school office. All the other children in that class will be given a standard letter regarding head lice and treatment to take home, asking their Parents to inspect their heads and to treat any infestation accordingly.
- If a Parent becomes aware of their child having head lice, they should notify the school and every class will be given a standard letter regarding head lice and treatment to take home, asking their Parents to inspect their heads and to treat any infestation accordingly.
- The Parents of any child suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the child. If it is minor, they will be asked to seek advice about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections

## 7. Declaration

This Coláiste Pobail Acla Policy was formed following consultation with all staff, members of the Board of Management, Parents/Guardians and Students. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. The Board of Management of Coláiste Pobail Acla adopted it on:

Signed:   
Mr. Martin O'Reilly

Date: 23/3/26

Chairperson of the Board of Management

Signed:   
Mr. Jason Ó Mongáin

Date: 23-03-26

Board Secretary & School Principal