



Kildare and Wicklow Education and Training Board

St. Conleth's Community College

First Aid Policy

It is the policy of the St. Conleth's Community College to train an appropriate amount of occupational first-aiders and to report specific accidents and incidents to Kildare & Wicklow ETB who will subsequently liaise with the Health and Safety Authority.

Accident/Injury Procedures to be followed:

All incidents, no matter how trivial, whether to employees, pupils or members of the public must be reported immediately to the Principal. An accident report file will be maintained for the recording of all accidents, incidences and injuries.

Serious Injuries

It is the policy of St. Conleth's Community College that in the event of a pupil, staff member or other authorised personnel sustaining a serious accident, while in school, the following procedures shall apply:-

- Where the injuries allow the person will be taken to the nearest available doctor.
- In the case of a serious injury, where it is deemed that movement of the person would cause further injury/risk to the health and safety of that person, medical assistance will be sought immediately.
- Parents/Guardians will be contacted.
- An accident report will be completed.

Sick/Injured Children

It is the policy of St. Conleth's Community College that if a child is ill or sick while in school parents will be notified and arrangement put in place to have the child taken home. In the event of parents being unavailable others authorised by the parents will be contacted.

THE SCHOOL RELIES ON PARENTS/ GUARDIANS TO KEEP THE SCHOOL INFORMED OF UP TO DATE CONTACT DETAILS AND EMERGENCY NUMBERS.

Minor Injuries

It is the policy of St. Conleth's Community College that in the event of a pupil, staff member or other authorised personnel sustaining a minor injury while on the premises during school hours, appropriate First Aid Procedures will be followed using items stored in the school's First Aid box.

The following are stored in the school's first aid box:-

- Adhesive Plasters
- Sterile Eye Pads
- Sterile Dressings
- Safety Pins
- Triangular Bandages
- Disinfectant Wipes
- Paramedic Shears
- Examination gloves
- Sterile Water (where no clear running water)
- Packet Face Mask
- Water Based Burns Dressing
- Crepe Bandage

First Aid does not cover the administration of drugs or medications and they should not be kept in the workplace first aid box or kit. In certain circumstance first aiders can assist in the administration of aspirin if available for suspected cardiac chest pain.

Defibrillators are located in the Staff Room and Gym.

Emergency Contact Procedures

During school year parents/guardians must notify the school if there are changes to any of the following:

- **Contact person for their child in the event of an accident or emergency**
- **Your child's medical condition**
- **New address or phone number**

If you have any queries or you are aware of any allergies or any medical condition your son/daughter may have please bring them to the attention of the school on enrolment or as soon as the condition is diagnosed.

It is hoped that these procedures meet with your approval.

Signed: _____
Chairperson Board of Management

Date: _____