

Castletroy College

First Aid Policy



Castletroy College First Aid Policy

It is the policy of Castletroy College to train an appropriate amount of first aiders and to report specific accidents and incidents to LCETB who will subsequently liaise with the Health and Safety Authority.

This policy enables our school to effectively

- Provide a safe environment for each child
- Provide for the immediate needs and requirements of students who have sustained either a serious or minor injury
- Ensure that adequate resources and procedures are in place to deal with accident/injuries as they arise
- Ensure that lines of communication with parents/guardians are in place if required
- Provide a common safe approach for the administering of first aid
- Provide for staff training and development

Procedures

- **The first aiders will** render first aid assistance in accordance with training
- **The Principal will** ensure that all staff are aware of the location of first aid boxes and are informed of the names of first aiders
- **Teachers will** ensure that they are familiar with the location of first aid boxes and know the names of first aiders
- **LCETB and Castletroy College will** ensure that first aid and defibrillator training, to include certification where applicable, will be provided
- **Castletroy College will** provide details of students with medical conditions who require medication to all staff and parents will be asked to inform the school of any medical changes

In the event of an emergency

- The first priority is the health and safety of all concerned, so don't put yourself or others at risk

- Look after the injured/sick person and send a student to the office. The office will make contact with the parents / guardians where necessary and send another adult to the scene of the emergency
- Seek professional medical assistance by calling 999/112 when appropriate
- Complete the appropriate incident/accident report form online
 - Go to LCETB website
 - Click on staff connect
 - Click on corporate services square
 - Click on Power App Forms
 - Click on the form you wish to fill out. (Incident Near Miss **OR** Accident Report). Fill in and submit.

❖ Please note

- **Accident Near Miss** is used when no one is hurt but has the potential to cause harm.
- **Accident Report** is used when someone has been injured or hurt by the accident.

First Aid Facilities

In compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 LCETB and Castletroy College is committed to providing suitable and sufficient first-aid facilities. Staff should be aware that in the event of a medical emergency, efforts should be made to seek professional medical assistance.

In compliance with the obligations placed upon it, LCETB and Castletroy College provides sufficient first-aid kits, which are in clearly marked first-aid boxes and are readily accessible. The contents of the kits are in compliance with the Health and Safety Authority Guidelines on First-Aid. Appendix I outlines the Contents of First-Aid Boxes and Kits. In the event of an accident resulting in first-aid being administered, the first aiders shall ensure that a record is made as to the first-aid treatment given and a phone call made home to inform parents if medical assistance is needed.

Location of first aid boxes and specialised equipment

First Aid Boxes

- All practical rooms
- Science labs
- Staff room
- Main school office
- Home Economics rooms
- Coaches of teams

Specialised Equipment

- Student specific emergency medication is stored in the boardroom as well as pupil's photo. Details of contents and procedures to follow is supplied by the parents to the school
- Defibrillators are located in the board room, in the office in the sports hall and outside the gym at the back of the building
- The defibrillator outside the gym at the back of the building is registered with the National Ambulance Service for access to code

Emergency Numbers

Phone

Garda: Henry St.

999 / 061 212400

Roxboro

999 / 061 214340

Fire Brigade:

999 / 112

Hospitals: UHL (Regional), Dooradoyle

061 301111

St. Johns

061 415822

Ambulance:

999 / 112

Doctor:

Newtown Medical Centre - 061 33191

SCHOOL EIRCODE:

V946D85

Responsible Persons

Occupational First Aiders: Tricia Jones, Majella Hanrahan,
Ross Lynch, Mary Culhane

Staff Training

Whole staff trained in First Aid on 20/09/23

Monitoring and Review

As part of the School Self-Evaluation Process, Castletroy College will monitor, review and evaluate this policy on an ongoing basis to ensure legal compliance and the maintenance of best practices.

This policy was adopted by the Board of Management on 13/11/23

Date of next review: January 2025

APPENDIX I

Contents of First-Aid Boxes and Kits

Materials	First-Aid Kit Contents	First-Aid Box Contents 26 – 50 persons
Adhesive Plasters	20	40
Sterile Eye Pads (bandage attached)	2	4
Individually Wrapped Triangular Bandages	2	6
Safety Pins	6	6
Medium Individually Wrapped Sterile Un-medicated Wound Dressings	1	4
Large Individually Wrapped Sterile Un-medicated Wound Dressings	1	8
Extra Large Individually Wrapped Sterile Un-medicated Wound Dressings	1	4
Individually Wrapped Disinfectant Wipes	10	40
Paramedic Shears	1	1
Pairs of Examination Gloves	3	10
Sterile Eye Wash	1	2
Pocket Face Mask	1	1
Small Water Based Burns Dressing	1	1
Large Water Based Burns Dressing	1	1
Crepe Bandage	1	3