

First Aid Policy

DONABATE COMMUNITY COLLEGE

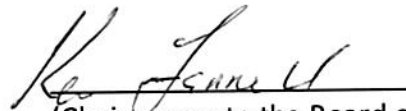


This First Aid Policy is to be reviewed by the Board of Management every three years.

This Policy was agreed on:

25/3/2025

Signature:



(Chairperson to the Board of Management)

Donabate Community College

Donabate Community College is a post primary college, which opened in August 2008 under the Patronage of Dublin and Dun Laoghaire Education and Training Board (DDLETB). The college is co-educational and aspires towards excellence in a caring and supportive environment.

The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act (1998), the Education (Welfare) Act (2000) and the Equal Status Act (2000). The Board fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

College Mission

The Board of Management will promote Excellence. Our aim will be to create, with the assistance of parents/guardians, responsible citizens with pride in their community. The development of the whole person will be based on personal responsibility, inter dependence, respect for people and respect for property. Our college will seek to instill integrity, value discipline and punctuality and facilitate the best in academic and non-academic areas. We will value our culture, our tradition, be inclusive of religious beliefs and will seek to be a caring and compassionate community where justice and truth will be the central elements.

Policy Review and Ratification

Donabate Community College is committed to ongoing policy review to ensure clarity, relevance, and compliance with current legislation and best practices. Where amendments to a policy are of a minor or administrative nature and do not alter its overall meaning, purpose, or intent, the school may proceed to seek ratification from the Board of Management without further consultation with stakeholders. However, where substantive changes are proposed that impact the policy's intent, scope, or application, appropriate consultation with relevant stakeholders will be undertaken before submission to the Board of Management for ratification.

Purpose

This policy sets out how we at Donabate Community College 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 Students' arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

Awareness of Medical Needs

- On our School's Admission 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.
- Any medical conditions or allergies will be added to the Student's profile on VShare and it is the responsibility of the teacher to familiarise themselves with the condition, the action to be taken if required and the location of inhalers, epi-pens, medication etc.
- Any changes or additions to a student's medical condition must be given to the school secretary and passed onto year head/teacher as soon as they are known. This is especially important when a student with medical conditions joins the school within the academic year.
- Students with a serious medical condition such as allergies requiring epi-pen administration will have their photos displayed on the box/es containing their medication and stored in the front office.

Illness at School

- If a Student is taken ill whilst in the classroom, the teacher will assess the condition of the student, and if they feel that the Student needs to go home, and they will arrange for parents (or other contact as prioritised by the parent on the data collection sheet) to be contacted.
- If a parent cannot be contacted, a voice mail message will be left.
- In the event of not being able to contact a parent, an ambulance will be called if deemed necessary.
- Parents will indemnify the school on the standard form.

Administration of Medicines

- Please see Administration of Medication Policy.

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 Donabate 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:

- 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 Students

It is the policy of Donabate Community College that if a student is ill or sick while in school, parents/guardians 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.

Minor Injuries

It is the policy of Donabate 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 are not 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 in the Staff Room, Main Office and PE Area.

Emergency Contact Procedures

During school year parents/guardians must notify the school if there any changes to 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 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.

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