



# *St. Mary's Secondary School*

*Convent of Mercy, Newport, Co. Tipperary V94 RY18*

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Registered Charity Number: 20148379



## **First Aid Policy**

St. Mary's Secondary School, Newport, is a Voluntary Catholic Secondary School under the Trusteeship and the Patronage of C.E.I ST. (Catholic Schools, An Irish Schools Trust). The School is grant aided by the Department of Education & Skills, and is a co-educational school.

**School Management:** The Board of Management of St. Mary's Secondary School is a statutory Board, appointed pursuant to the provisions of the Education Act 1998.

### **Mission Statement:**

St. Mary's Secondary School, Newport operates as a Catholic co-educational Secondary School, to provide teaching and learning of the highest quality for the benefit of the community which it serves.

### **In pursuing this mission we aim:**

To provide a quality educational experience that caters for the full range of academic aptitude and abilities.

To foster the intellectual, physical, social, cultural, moral and religious development of our students.

To enable pupils to achieve their full potential academically.

To promote the Catholic ethos and faith.

To cater for the needs of the local community in so far as ethos, resources and facilities permit.

**Ethos:** As a CEIST school, St. Mary's seeks to promote the five key elements of the CEIST charter.

- Promoting Spiritual and Human Development.
- Achieving Quality in Teaching and Learning.
- Showing Respect for Every Person.
- Creating Community.
- Being Just and Responsible

# First Aid Policy and Procedures

## Aims:

The aims of the First Aid Procedures are as follows:

- To assess and treat minor injuries.
- To identify major injuries and pursue policy in place for treating same
- To provide basic First Aid treatment for minor injuries
- To provide a common approach for administering First Aid
- To ensure that safe practices are being followed, in the administration of First Aid.

## First Aid Procedures

A minor accident or injury is one where a person has received a scrape, graze, bump or minor cut to arm, leg or body.

A serious accident or injury is one where a person has received an injury which may require further treatment, or any head injury.

## Location of First Aid:

A First Aid Box is located in all of the practical rooms. First Aid boxes are also located in the staffroom and school office. Teachers will treat any pupils requiring First Aid.

## Content of First Aid Kit:

- Disposable gloves, plasters, icepacks, Sterile Saline Pods, Surgical Tape, Conforming Bandage, Moist sterile wipes, dressing. Scissors, cotton wool and dry gauze.
- Travel First Aid Kits are taken by class teacher on field-trips, sporting events and extra-curricular activities.

## Treatments:

- Cuts, grazes, blood injuries – while wearing disposable gloves, clean the wound using sterile water wipes.

- All gloves and waste are discarded, in an appropriate manner, after each injury.
- Sprains/suspected breaks/ dislocations – ice pack applied. The principal is notified and parents are contacted.
- Head Injuries are always checked and reported to the principal. The injured person is monitored, and parents are notified via telephone, by a member of management. If a parent cannot be contacted, a voicemail is left and a note is placed in the pupil's homework journal. The student should not be left alone at any stage, and teachers are informed.
- The purpose of the telephone call is to alert parents to the possibility of concussion symptoms emerging later in the day, when the child has left the school.
- This list is not exhaustive.

### **Treatment of Serious Injury**

- In case of emergency, the teacher present will call for support from a qualified first aider. At least two qualified first aiders will attend all serious incidents.
- Principal will be notified and, if it is considered prudent, an ambulance will be called.

### **Administering Medication**

Pupils with a serious illness must have board of management approval before medication can be administered in school. All medication is stored in the top drawer of the central desk, in the secretary's office.

### **Emergency contact procedures:**

- Contact details are updated annually by the school secretary. The contact details are kept on VSware. A copy of staff emergency contact details is also kept in the Critical Incident Management Plan.
- The Principal, Deputy Principal, Year Heads, SEN Coordinator, Guidance Counsellor and secretary have access to all records on VSware.
- The secretary usually contacts parents/guardians in case of an emergency, though depending on the severity of the emergency, the Principal or a teacher may contact them.

### **Records:**

- For serious incidents, a report is filed by the First Aider. The report includes the date of incident, brief description of injury and action taken.
- An Accident Report Form is completed in all instances where first aid is administered, barring, for example, the issuing of a plaster on a minor cut. The report form is available in the secretary's office.
- These records are retained in the school office.
- Where a serious incident occurs, the following protocol is observed.
  - Get an early report from any witnesses to the incident.
  - If a serious incident involves equipment, it should be removed from service and kept for inspection.
  - Photographs are taken of the exact location, soon after the accident.
  - In event of serious accident or injury, the school has an arrangement to inform school insurers, and complete the usual incident report forms.

### **Reporting of Incidents / accidents:**

- Records of incidents in the yard, at break time and lunchtime, are logged by the teacher on duty at reception.
- Minor accidents are logged at the office, by the teacher on duty.
- In-class: individual records are kept by the teachers and reported to management.
- Serious Incident/Accident – Records are written and the accident report form is kept in the secretary's office. These records are written by the main staff member involved. The Principal reads this, and retains a separate copy if deemed necessary.

### **Enrolment:**

- The student enrolment form allows parents to inform the school regarding a pupil's health/allergies.
- Parents should inform school management or the school office if the information needs to be updated.
- This information is kept in the students file in the office.

### **Staff Training:**

Qualified staff members must attend a two day refresher course every two years to remain qualified. A list of qualified staff is visible on the staff notice board and also under the defibrillator which is located in the central corridor in the A block and under the defibrillator in the sports hall.

### **Timetable for Review**

The First Aid Policy will be reviewed as the need arises, and/or every three years. The next review is scheduled to take place in 2024.

Policy development team: Ms. J Cross, Mr. D Minogue, Ms. E. Mullally,

### **Relevant dates for this policy**

Draft policy presented to Parents' Council: 2<sup>nd</sup> March, 2021

Draft policy presented to Staff: 4<sup>th</sup> March, 2021

Draft policy presented to Students Council: 10<sup>th</sup> March, 2021

Draft policy presented to Board of Management: 1<sup>st</sup> September, 2021

Policy ratified by Board of Management: 1<sup>st</sup> September, 2021

Signed:   
Chairperson, Board of Management

Signed:   
Principal, St. Mary's Secondary School

Date: 1/9/2021.