

Claddaghduff N.S

First Aid Policy

1. Policy Statement

Claddaghduff National School is committed to safeguarding the health, safety and welfare of all pupils, staff and visitors. The Board of Management recognises its duty of care to provide appropriate first aid arrangements for accidents and sudden illness occurring during the school day and during school-related activities.

The purpose of first aid is to preserve life, prevent deterioration of a condition, promote recovery and provide reassurance until professional medical assistance is available or parental care can be arranged.

Any first aid administered by school personnel is intended to be temporary and limited to emergency or minor treatment. It does not replace professional medical assessment or treatment.

2. Relationship to School Ethos

Claddaghduff National School seeks to provide a safe, caring and inclusive learning environment where the wellbeing of every child is respected and promoted.

3. Legislative and Policy Context

This policy has been developed having regard to:

- Education Act 1998.
- Education (Welfare) Act 2000.
- Safety, Health and Welfare at Work Act 2005.
- Children First Act 2015.
- Data Protection Act 2018 and GDPR.
- Department of Education Health and Safety Guidance.
- HSE Guidance on Infectious Diseases in Schools.
- Department of Education Guidelines on the Administration of Medication.

4. Aims

The aims of this policy are:

- To provide effective first aid arrangements for pupils, staff and visitors.
- To ensure appropriate responses to accidents and medical emergencies.
- To support pupils with identified medical conditions.
- To establish clear procedures for the administration of medication.
- To ensure parents are informed promptly of significant injuries or illness.

- To maintain accurate records of accidents and incidents.

5. Roles and Responsibilities

Board of Management

The Board of Management shall:

- Ensure appropriate first aid arrangements are in place.
- Support the implementation and review of this policy.
- Ensure adequate first aid supplies are maintained.

Principal

The Principal shall:

- Oversee implementation of the policy.
- Maintain accident and incident records.
- Ensure staff are familiar with procedures.
- Liaise with parents and emergency services where necessary.

Staff Members

Staff are expected to:

- Take reasonable care for the safety of pupils.
- Administer basic first aid within the limits of their competence.
- Report accidents promptly.
- Maintain confidentiality regarding medical information.
- Inform the Principal of any serious incidents.

Parents/Guardians

Parents are responsible for:

- Providing accurate and up-to-date medical information.
- Informing the school of changes to their child's medical condition.
- Providing prescribed medication and written instructions where necessary.
- Ensuring emergency contact details remain current.

6. Awareness of Medical Needs

Parents/Guardians are required to:

- Complete relevant medical information during enrolment.
- Notify the school of allergies, medical conditions or changes in health.
- Provide emergency medication where appropriate.

Relevant medical information will be securely maintained in accordance with GDPR and shared only with staff who need the information to ensure pupil safety.

Information regarding pupils with medical needs will be communicated to relevant staff at the beginning of each school year and during class handover procedures.

7. Administration of Medication

The school does not have a general responsibility to administer medication.

Where medication is required:

- A written request and consent form must be completed by parents.
- Medication must be supplied in its original container.
- The pupil's name, dosage and administration instructions must be clearly labelled.
- Emergency medication such as inhalers or adrenaline auto-injectors will be stored in agreed accessible locations.
- Parents may attend the school to administer non-prescribed medication to their child by prior arrangement.

Staff will only administer medication where agreed by the Board of Management and where appropriate procedures are in place.

8. First Aid Procedures

Minor Injuries

Minor injuries may include:

- Small cuts and grazes.
- Minor bruises.
- Minor bumps.

Treatment may include:

- Cleaning with antiseptic wipes.
- Application of pressure to control bleeding.
- Application of hypoallergenic plasters where appropriate.
- Application of cold compresses for minor bumps and bruises.

Disposable gloves shall be worn whenever dealing with bodily fluids.

Head Injuries

Any pupil sustaining a head injury shall:

- Be assessed immediately.
- Be monitored for signs of deterioration.
- Have parents/guardians contacted as soon as possible.

- Receive emergency medical assistance where symptoms indicate.

Serious Injuries

In the event of a serious injury or medical emergency:

- A staff member will remain with the injured person.
- Emergency services (999 or 112) will be contacted where necessary.
- Parents/guardians will be informed immediately.
- Staff will not transport pupils to hospital in private vehicles.
- Pupils will travel to hospital by ambulance or with their parents.

9. School Trips and Extracurricular Activities

First aid arrangements apply during:

- School tours.
- Sporting events.
- Educational outings.
- After-school activities.

A first aid kit and relevant medical information shall accompany pupils during off-site activities.

10. First Aid Facilities

The school's designated First Aid Room is located in the Recovery Room adjacent to the Senior Boys' Toilets.

First aid supplies include:

- Sterile dressings.
- Disposable gloves.
- Antiseptic wipes.
- Adhesive tape.
- Hypoallergenic plasters.
- Bandages.
- Scissors.
- Cold packs.

Supplies will be checked regularly and replenished as required.

11. Accident Reporting and Communication

All accidents and injuries shall be recorded in the school's Accident and Incident Record Book.

Parents will be informed:

- Of all significant injuries.
- Of any head injury.
- Where medical attention may be required.
- Where a child becomes unwell during the school day.

Staff dealing with the incident should gather accurate information to provide to parents.

Emergency contacts will be used in the order supplied by parents.

12. Managing Illness and Infectious Diseases

A child who becomes unwell during the school day may be required to go home.

Parents will be contacted where a child displays symptoms of:

- Vomiting.
- Diarrhea.
- Fever.
- Suspected infectious illness.

Parents are expected to follow HSE guidance regarding exclusion periods and return to school following illness.

Where head lice or other communicable conditions are identified, parents will be informed in a sensitive and confidential manner.

The school will follow current HSE and Department of Education guidance in relation to infectious disease management.

13. Medical Emergencies

Where a child experiences a medical emergency:

- Staff will provide appropriate immediate assistance.
- Emergency medication will be administered where authorised and required.
- Emergency services will be contacted where appropriate.
- Parents/Guardians will be informed immediately.

Individual Healthcare Plans may be developed for pupils with significant medical conditions.

14. Confidentiality and Data Protection

Medical information and accident records shall be treated as confidential and managed in accordance with GDPR and the Data Protection Act 2018.

Information will only be shared with staff who require it to ensure pupil safety and wellbeing.

15. Policy Monitoring and Review

The implementation of this policy will be monitored by the Principal and Board of Management.

The policy shall be reviewed every three years or sooner if:

- Legislation changes.
- Department of Education or HSE guidance changes.
- Experience of implementation indicates amendments are necessary.

Ratification

This policy was adopted by the Board of Management of Claddaghduff National School on 15th June 2026.

Chairperson:



Principal:



Date: 15th June 2026.

Appendix 1

Emergency Contact Procedure

1. Assess the situation.
2. Provide immediate first aid.
3. Contact the school office.
4. Contact parent/guardian.
5. Contact emergency services if required.
6. Record the incident.
7. Follow up as appropriate.

Appendix 2

Emergency Telephone Numbers

Emergency Services: 999 / 112

Family GP: _____

Local Health Centre: _____

Nearest Hospital: _____

Poisons Information Centre: _____

School Emergency Contacts: Maintained in the school office.