



First Aid

- Naíscóil na Seolta aims to provide effective first aid care to children, staff and visitors whilst on the premises and during visits off site such as trips and outings. This provision is ensured by staff attending certified paediatric first aid training courses, which are regularly updated as required.
- **The Naíscóil Leader** will **ensure** that the first aid boxes and outings first aid kits are complete and that items contained within are current and in date.
- First aid kits will be kept in suitable designated areas and portable kits will be made available for off- site purposes.
- The Naíscóil Committee holds a record of staff training, indicating which staff members hold a Paediatric First Aid qualification and when it is due for renewal.
- The responsibility of the paediatric first aider will be to react appropriately in a medical situation and to ensure that all accident and incident forms are completed, witnessed and signed by all parties including the parent/carer.
- A separate body map must be completed to accompany each accident/incident form.
- Any parent/carer arriving at the naíscóil with a child who has a pre-existing injury must be asked to complete an offsite incident form before leaving.

First Aid Policy & Procedure

At Naíscóil na Seolta staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult as long as they hold a current first aid certificate.

All children fall and bump themselves so it is crucial that they receive appropriate treatment. Emergency medication for serious conditions (i.e. allergies) will be stored accordingly on discussions with persons with parental responsibility for the child/ren. This will be easily accessible in case of emergency. Staff would seek appropriate advice from parents on administering this medication if required which is then detailed on a Long Term Medical Care Plan.

All staff are required to keep a copy of their first aid certificate in the CPD folder.

Our First Aid Kit:

- Has appropriate content to meet the needs of the children.
- Is regularly checked by a designated member of staff. **(Naíscoil Leader)**
- Is easily accessible to adults.
- Is kept out of the way of children.

In addition to the first aid equipment, we provide in the Naíscoil disposable plastic aprons, disposable gloves and a children's ear thermometer with disposable caps. At the time of admission to the Naíscoil, a consent form for emergency medical advice or treatment is signed by person(s) with parental responsibility for the child(ren); this is logged on a Long Term Medical Care Plan which is then reviewed every 3 months.

ALL accidents will be recorded on an accident form which is kept in a folder within the child's room. Parents are asked to sign the form when collecting their child to acknowledge that they have been told about the accident.

The accident form will record the following information:

- Child's name
- Date of birth
- Date and time of accident
- Circumstances of accident
- Monitoring record after the accident took place.
- Extent of injuries
- What first aid was given by staff?
- Which member(s) of staff dealt with the accident?
- Staff and management signature
- Signature of parents acknowledging that they have been told about the accident.

First Aid boxes are available in the Naíscoil and are fully stocked. The boxes are regularly checked to ensure they have stock and that the contents are within date.

If the accident is serious enough that the staff feel further medical help is required, the child will be taken to the nearest Accident and Emergency department. If deemed necessary an ambulance will be called. Where possible two members of staff will accompany the child and take the child's records which will contain details of the child's doctors and any allergies that they may have, if this is not possible a member of the committee will accompany them. Those with parental responsibility for the child will be contacted immediately so that they can join the child and member of staff at the hospital. The Leader will be made aware of any serious injuries and will investigate accordingly.

Any serious accidents or incidents will be reported to RIDDOR and the Gateway Team.

Head Injuries

Persons with parental responsibility will be contacted immediately with head injuries so they can decide on medical attention or collection.

If an injury has taken place at home the parents are required to fill in an offsite incident form and sign it. This will prevent staff mistaking any injuries that happen at naíscóil with those that have happened elsewhere.

Implementing this Policy

All naíscóil staff will be required to read this policy on their induction and to comply with the contents of the policy. The policy will be kept in the policy point folder and will be available for staff to refer to at all times. The implementation of the policy will be monitored by Naíscóil staff on a day to day basis. If incidences of non-compliance do occur, this will be dealt with on a case by case basis through performance management of staff.

Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose.

All incidents and accidents are reviewed regularly by the Naíscóil Leader/Deputy to identify risk areas or problems with equipment.

This policy will be reviewed annually by the committee to ensure it remains fit for purpose.

This policy links with the following:

- Accident reporting
- Consent policy
- Induction policy
- Management of risks associated with individual service users
- Managing emergencies policy
- Managing medicine policy and procedures
- Medicine policy
- Safeguarding
- Training and development policy



First Aid



**Designated First Aid Officer
Geraldine Munroe**

Date completed: 4th December 2021



**Deputy Designated First Aid Officer
Philip Hoy**

Date Completed: 19th March 2022



All staff/volunteers are trained and up to date with first aid. First aid box is checked each month and replenished by the designated officers. If you have a medical emergency, please see the designated officers.

This policy was adopted by Naíscoil na Seolta committee.

Signed:
(on behalf of the Naíscoil na Seolta Committee)

Position: Chair.....


Date:

Reviewed on:

Date: Signed.....

Date: Signed

Date: Signed:.....

This Policy last reviewed 05/12/2022 by Andrew McCammon	Date: 29 10 2021
Signed: 	Position in Naíscoil na Seolta: Chair