

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.



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ADMINISTRATION OF FIRST AID POLICY Jan 2024

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny, R95H985
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Introduction

This policy reinforces elements of the school mission statement which advocates providing a safe and secure learning environment for each student and ensuring a duty of care at all times while the school is in operation.

Rationale

This policy should be read in the context of **CBS Kilkenny Accident and Incident Policy**. The formulation of this policy enables CBS Kilkenny to effectively:

- Provide for the immediate needs and requirements of students who have sustained either a minor or a serious injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents are in place if required
- Activate a known plan of action with which all staff are familiar
- Provide guidelines for the administration of medication in the school.

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and addendum 2019, and the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).

Roles and Responsibilities

The overall responsibility for the day to day management of school supervision/routines rests with the principal. The class teacher is responsible for classroom supervision, and teachers on yard duty are directly responsible for the supervision of students at break time. The school's Health and Safety Officer is the relevant post holder who carries this responsibility.

Aims

- To ensure the physical safety and wellbeing of all staff and students
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- To provide training for staff with the effective use of outside expertise so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work.

Procedures

The safety of students and staff is a priority for the Board of Management, and robust measures have been put in place to ensure that no students or staff members are put at risk.

- All students are covered 24/7 by Brennan Insurance and underwritten by Capital Cover Group.
- A number of staff members are qualified to administer First Aid. A list of qualified personnel is displayed in the front office and staff room.
- All staff receive basic First Aid training on a regular basis. Staff are encouraged to follow Clinical Practice Guidelines as prescribed by PHECC when dealing with any medical issues (**see Appendices 1 and 2**).
- Established procedures are in place in the event of accidents (**see Appendix 3**).
- As a general rule, there are three or more staff members on supervision duty at any one time.
- Class groups who leave the school on trips will, where possible, be accompanied by at least two adults.
- For school tours and sporting events, it is recommended that one of the accompanying teachers brings a standard First Aid kit.
- Non-prescriptive medicines will neither be stored nor administered to students in the school.
- Prescribed medicines will not be administered by the school without the consent of a students' parents.
- Parents of a student who needs to take medication, must inform school management, to authorise appropriate members of staff to administer medication.
- Medication required by students is stored centrally in the staffroom in labelled containers. Training has been provided for SNAs to administer certain medications.
- Parents must inform school management of any medical conditions their son may have.

In the event of any of the above situations arising, where possible, a qualified First Aid Responder (FAR) will administer care. If the FAR is unavailable, the supervising teacher should refer to the First Aid Responder Manual located beside the First Aid Box in the Front Office and Clinical Practice Guidelines (**see Appendices 1, 2, 3**).

In the Event of an Accident/Injury

The injured party is initially assessed by the teacher on supervision duty. If deemed necessary, the student will be taken to the main office. No medicines are administered, but wounds will be cleaned with gauze and water or anti septic wipes and bandages/plasters will be applied if deemed appropriate. The use of plastic gloves is advised at all times.

If there is a suspicion of serious head injury, broken bones, eye injuries or other serious injury, contact will be made with emergency services and parents will be informed promptly. Meanwhile the student will be kept under observation until parents or emergency services arrive, while keeping the child as comfortable and as calm as possible. Insofar as possible, parents are kept informed of the developing situation. All staff will follow Clinical Practice Guidelines when dealing with any injury (see **Appendices 1, 2, 3**).

Resources

First Aid boxes are located in the staff room, the PE office, the main office and some of the specialist classrooms. All staff members are aware of these locations. It is the duty of the post holder in charge of Health & Safety to ensure that these First Aid boxes are adequately stocked at all times. It is also the responsibility of the post holder to complete an annual order to replenish the First Aid supplies in the school.

First Aid and CPR Responder Training

The school provides training in First Aid to a team of teachers. This training will be reviewed and updated regularly. The team is trained to respond to emergencies, using basic First Aid and to know when to call an ambulance.

The First Aid Responders and SNAs are NOT trained medical personnel. The purpose of First Aid training is to preserve life, protect from further harm, to prevent worsening of condition and to provide relief and reassurance. It does NOT replace medical treatment. Therefore, First Aid treatment is in line with the school's duty of care to take all reasonable measures to ensure the health, safety and welfare of the students.

Staff are kept informed of and updated with regard to procedures, protocols, and developments in relation to students' medical conditions.

Automated External Defibrillators (AED)

CBS Kilkenny Secondary school provides automated external defibrillators (AEDs) in the school to prevent sudden cardiac death. Early defibrillation using an AED is one of the vital links in the chain of survival. An up-to-date list of trained staff is located in staffroom and front office. AEDs are located in the front office and in the TY Hub. The management and care of the AED is under the remit of the Health and Safety Officer and is checked during the school year.

Record Keeping

All accidents/injuries are recorded on the Accident Report Form which is found in the staff room or on a Google Drive folder shared with all staff. This must be fully completed by the relevant teacher (date and time of accident, witnesses, nature of injuries, a brief description of the circumstances of the accident, procedures followed by staff etc.) On completion of this form it will be stored with the Health and Safety coordinator.

Evaluation

The success of this policy is measured by the following criteria:

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, students
- Continuous observation of student behaviour by staff engaged in supervision duties
- Monitoring and evaluation at staff meetings.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____ Date: _____
Chairperson, Board of Management

Appendix 1

FAR Clinical Practice Guidelines 2021 edition (Updated June 2023)

The following guidelines should be followed in the event of an accident/incident.


[FAR Clinical Practice Guidelines](#)

Appendix 2

HSE Guidelines for Concussion

<https://www2.hse.ie/conditions/head-injury-concussion/>

Appendix 3



What to do when you arrive on the scene of an incident/accident

Primary Survey

- Check for Danger
- Make sure scene is safe. Call for help.
- Check Response (AVPU)
- Determine level of consciousness.
- Check Airway
- Head tilt, chin lift.
- Check Breathing
- Monitor chest rising and falling. (12 – 20 breaths per minute)
- Check Circulation
- Monitor pulse. (60 – 100 beats per minute)

Alert – Patient fully awake
Voice – Patient responds when spoken to
Pain – Patient responds to being pinched
Unresponsive – Patient doesn't respond at all

Summary

Breathing normally	Unresponsive and not breathing
↓	↓
Recovery position	Call for help and send for an AED
↓	↓
Call for help and reassure patient until help arrives	Begin CPR

Secondary Survey

- Examine for obvious injuries
- Record vital signs
- Take a **SAMPLE** history
- Check for medication carried
- Check for medical identification tag
- If patient is acutely unwell/injured call 999/112
- Monitor and observe the patient until handover to the parent and/or appropriate healthcare professional

Signs & Symptoms
Allergies
Medications
Pertinent medical history
Last oral intake
Events that led to accident

Concussion/Head Injury

Go to ER if: Knocked out but woke up. Vomited since injury. Persistent headache. Become irritable. Memory problems.	Call 999/112 if: Knocked out and not woken up. Difficulty staying awake. Fluid from ears/nose. Numbness/weakness in part of body.	For minor head injury: Hold ice pack to area for short periods. Rest. Limit any activity that worsens symptoms. Monitor closely for 24 hours.
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