



## Loreto College Junior School

# First Aid and Administration of Medicine Policy

### Introduction

Loreto College Junior School is committed to supporting the well-being of all its students. In keeping with the school's ethos, this policy was drafted through a collaborative process involving staff, parents and the Board of Management.

### Purpose

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. Injuries should be fully examined by Parents/Guardians when children arrive home. Any further diagnosis or extended care should be passed on to medical professionals.

This policy as outlined was put in place to;

- Clarify areas of responsibility.
- Minimise health risks to children and staff on the school premises.
- Fulfil the duty of the BoM in relation to Health and Safety requirements.
- Outline the procedures followed in LCJS regarding the administration of First Aid in the event that a child is injured while at school.
- Outline the procedures followed in LCJS regarding the safe administration of medicine in the event of:
  - (i) an emergency
  - (ii) a child who is taking prescribed medication (regularised or once-off) with the prior permission from their parent(s) or guardian(s).
- Safeguard the school staff who are willing to administer medication.

### Written Permission and Records

- On our School's Contact Form, Parents are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Relevant information is retained on file in the office and by the Class Teacher.
- It is the parent's responsibility to notify the school of any changes in existing medical conditions.

- At the end of each academic year teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- Any medical conditions or allergies will be added to the child's profile on Aladdin and it is the responsibility of the teacher of the child to familiarise themselves with the condition, the action to be taken if required and the location of inhalers, epi-pens, medication etc.
- Specific training will be given if required.
- All relevant staff in the school including substitute teachers will be informed of those children with medical conditions and of any actions to be taken if required.
- Children with a serious medical condition (such as requiring epi-pen administration) will have their photographs displayed in the staff room, so that the staff can become familiar with them.
- In extreme or serious cases, the Board of Management should seek indemnity from the parents in respect of any liability that may arise regarding the administration of medication. The Board may then authorise willing teachers to administer the medication when required.

### **Illness at School/ Emergency**

- If a child is taken ill whilst in the classroom, the teacher will assess the condition of the child, take their temperature if required and if serious, a phone call will immediately be made to the parent/guardian.
- If parent/guardian 1 is unavailable, a voice mail message will be left explaining the situation and asking the parent/guardian to contact the school.
- Parent/Guardian 2 will then be contacted. If they too are unavailable, a voice message will also be left.
- In the event of being unable to contact either listed parents/guardians, an ambulance will be called and a designated staff member will accompany the child to A & E. The emergency contact for the child will be informed simultaneously.

### **Illness at School/ Non-emergency**

- If a child is taken ill whilst in the classroom, the teacher will assess the condition of the child, take their temperature if required and monitor for a period of time. After this time has elapsed, the teacher will re-assess to see if the child needs to go home. A phone call will be made to the parents to arrange collection of the child.
- If a parent (s)/guardian(s) cannot be contacted, a voice mail message will be left explaining the situation and asking the parent(s)/guardian(s) to contact the school.

### **Administration of Medicines- Once off**

- Medication will only be administered when accompanied with written permission from the parent. This includes prescribed and non-prescribed medication.
- Parents must ensure that all medicines to be administered are in their original container/packaging, clearly labelled with the child's name and details of dosage and frequency.
- Non-prescription medications will be given according to the manufacturers' instructions unless a health care professional provides alternate written instructions.
- Parents may administer prescribed/non-prescribed medicines themselves during the school day by prior arrangement with the school.

### **Administration of Medicines-Regularised/ Emergency**

- Any child with an existing medical condition that may require hands on medical attention will have a care plan to ensure the appropriate care is given under the correct circumstances. Parents will inform the school of all necessary procedures pertaining to their child.
- Parents of children with such a medical condition must ensure that all medicines to be administered are in their original container/packaging, clearly labelled with the child's name, dosage and frequency.
- The school generally advocates the self- administration of medicine (e.g inhalers) under the direct supervision of a responsible adult, who will exercise the standard care of a prudent parent.
- It is not recommended that children below 4<sup>th</sup> class keep medication in their school bags, coats etc. Any medication should be kept with the class teacher.
- Children from 4<sup>th</sup>-6<sup>th</sup> may keep an inhaler/ epi-pen in their own school bags for ease of access but must inform the teacher if they are to be used.
- It is recommended that any child in the school that requires the use of a crisis inhaler, have a back-up inhaler stored in the office or with the class teacher in the event of emergency use.
- Parents may administer prescribed/non-prescribed medicines themselves during the school day by prior arrangement with the school.

## First Aid

- If a child suffers an injury, it will be assessed by the staff nearest the child.
- All staff will be expected to deal with instances of minor first aid.
- Disposal surgical gloves must be worn at all times.
- A minor cut will be cleaned with a cotton pad and water or an alcohol free antiseptic wipe.
- Hypoallergenic plasters will be applied when appropriate to keep the wound clean from infection.
- An ice-pack will be applied in the event of a bump to the head or a soft tissue injury to the body.
- Parents will be informed of injuries either in the Homework Journal or prior to collection where appropriate.
- In the event of an emergency and there is concern for the health and safety of a child due to illness or injury. 999/112 will be called, followed by a phone call to the parent(s)/guardian(s).
- Children should only be taken directly to hospital by their parent(s)/guardian(s) or by an ambulance. Staff should not transport children in their cars.
- **Medical Emergency Only:** Where no medical treatment is available or there is a no ambulance/delay in ambulance and circumstances warrant **immediate medical attention**, two designated staff members may take a child to Accident and Emergency without delay. Parents will be contacted simultaneously.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- After School Clubs will also follow the same First Aid procedures.
- **Please Note:** teachers will not apply sunscreen to children in their class. We advise that parents apply sunscreen to their children before school. The wearing of sunhats during the summer months is permitted if needed.

## First Aid Boxes

Below are the locations of the First Aid Boxes held in the School:

- Staffroom- Staff First Aid Box and School Trip First Aid Box
- P.E Hall- Ms Crinion's Office.
- Office- Long Cupboard beside door to Principal's Office
- Wall hanging unit- Containing Thermometer and student inhalers
- AED- Office(behind the door to the office)

### **Contents of Larger First Aid Boxes**

- Dressings (non-adherent dressing, sterile gauze, pads)
- Disposable gloves
- Cotton Pads
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Portable ice-packs (stored in freezer in staffroom) for on-site use and Instant ice-packs for off- site use and sporting events.
- Scissors
- Sterile eye wash
- Tweezers

### **Informing Parents**

Parents must be informed of **all and any injuries**, however insignificant they may be.

### **Minor Injuries**

- Parents will be informed of minor injuries and treatment given through a note in the Homework Journal.

### **'Significant' but Non-Emergency Injuries**

- Where the child is very distressed or the injury is significant, Parents will be informed by telephone, the class teacher, school secretary or the Principal.
- It is the responsibility of the attending adult to decide what a 'significant injury' may be. They will make a common sense judgement as any responsible parent would, and take into account the specific needs of the child concerned.
- A phone call will be made to the parent/guardian who is listed as first contact.
- If parent/guardian 1 is unavailable, a voice mail message will be left explaining the situation and asking the parent/guardian to contact the school.
- Parent/Guardian 2 will then be contacted. If they too are unavailable, a voice message will also be left.
- In the event of being unable to contact either listed parents/guardians, the emergency contact listed for the child will be informed.

### Emergency Injuries

- In the case of an Emergency, a phone call will immediately be made to the parent/guardian who is listed as first contact.
- If parent/guardian 1 is unavailable, a voice mail message will be left explaining the situation and asking the parent/guardian to contact the school.
- Parent/Guardian 2 will then be contacted. If they too are unavailable, a voice message will also be left.
- In the event of being unable to contact either listed parents/guardians, an ambulance will be called and the emergency contact for the child will be informed.
- Where no medical treatment is available and circumstances warrant **immediate medical attention**, a designated staff member may accompany a child in an ambulance to Accident and Emergency without delay. Parents will be contacted simultaneously.

### Logging Injuries

- All emergency/significant injuries must be logged in the school 'Accident Book'.
- It is the responsibility of the person on duty who witnessed the injury taking place or the nearest adult to the child when the injury took place and/or who dealt with the injury to gather the facts about how the injury occurred.
- It is best practice in these situations that the adult with the most accurate knowledge of the particular incident be the person to inform the parent(s)/guardian(s).
- This adult must then log the particulars of the incident including any first aid administered in the school 'Accident Book'.

### Provision of First Aid

- First Aid kits must be carried by the teacher/supervising adult whenever they take the children off-site.
- All medical supplies will be monitored and replenished as necessary. All staff are responsible for alerting the office/principal if they become aware that a particular First Aid Kit requires re-supplying.

## Dealing with Common Illnesses and Infections

- We please ask that any child who shows signs of illness be kept at home; requests from parents to keep their children in at lunch/break time or to sit out of sports are not encouraged. A child who is too sick to play with peers should not be in school.
- Any child who suffers from diarrhoea or vomiting during the school day will be required to go home immediately.
- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been **completely clear of symptoms for 24 hours**. It is the responsibility of the parent to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If a child is found to have live head-lice, their parents will be informed by the office or the class teacher. A text alert will be sent to the rest of the class asking parents to check their children's hair and to treat accordingly.
- The parents of any child suspected of having an infectious condition will be contacted. If the infection is severe, they will be asked to collect their child.

## Intimate Care

*Intimate care is the attending to the needs of children who have wet or soiled themselves either by accident or due to a medical condition.*

- Only members of school staff may attend to the intimate care needs of the pupils.
- Staff must ensure that another colleague is made aware that they are assisting a child.
- In line with the school's Child Protection Policy, staff should aim to remain potentially visible to colleagues, whilst providing privacy for the child. For example, keeping the door slightly ajar.
- Staff should talk to the child throughout, making it clear what is happening. If necessary, a second adult can assist.
- Staff should encourage the child to be as independent as possible in their own intimate care. Particularly with the removal of underwear. The child should be supported in doing all that they can for themselves.
- Other pupils may be directed to use alternative toilets while the intimate care needs of a particular child are being attended to. This is to protect the child's right to privacy.
- Protective gloves must be worn. A supply of wet wipes and bags (for soiled clothes) will be kept in the uniform press located at the entrance to the downstairs bathrooms.
- Care should be taken to dispose of any soiled wipes and gloves appropriately in an outside bin.

- Spare clothes will be made available to the child where necessary and the soiled clothes will be bagged and returned to the parents when the child is collected.
- Every child will be treated with dignity and respect. Privacy should be ensured appropriate to the child's age and situation.
- Sanitary Pads and clean underwear will be made available to those in the senior classes who are in need.
- If a staff member has concerns about managing personal or intimate care, they should make these known to the Principal.