#

**Kilskyre National School**

**Kilskyre, Kells, Co. Meath A82DH22**

046-9243947 [kilskyrens@gmail.com](mailto:kilskyrens@gmail.com) www.kilskyrens.com

Roll Number: 01421F Principal: Ailish McKeown

**Kilskyre N.S**

**Policy on First Aid**

A first aid box is available in the kitchen.

A First Aid box is available on both school playgrounds during break times.

A first aid bag is taken on all school trips.

The details of all accidents are recorded in the Accident Report Book and where necessary may be reported to the insurance company.

**Minor Accident / Injury**

A first Aid box is brought on both yards at all break times so that a teacher can administer first aid there. If a serious incident occurs, a second teacher is called for to give a second opinion using our ‘red card’ system. (SEE BELOW)

The teacher on yard duty will deal with minor cuts and abrasions. No medicines will be administered but cuts are cleaned with anti septic wipes and bandages/plasters applied if deemed appropriate. Ice packs will be placed on bumps/bangs. Parents will always be called to come and assess their child if there is a bang to the head.

The use of plastic gloves is advised at all times. The teacher/SNA administers first aid in the presence of other children. If the child is cut/injured in an area which might be described as ‘sensitive’ the parents are called to administer first aid in the school or to take the child home and administer first aid there..

**Red Card System**:

There is a laminated red card in each first Aid Box on both yards. This card is used if there is a serious accident/incident on the yard and the teacher on duty needs assistance from another teacher. The teacher on yard will give ask the chid to being the red card to the staff room. When the staff in the staff room see the red card they provide assistance to the teacher on yard duty immediately.

Each class teacher has a laminated red card on display in their classroom. Each teacher has delegated the post of RED CARD to a student in their class. If the class teacher needs assistance dealing with an incident/accident in the class room if he or she is injured in the classroom the red card is brought by the student to the secretary/principal. On seeing the red card the secretary/principal assists the class teacher immediately.

**More serious accidents/ injuries**

If considered safe to do so, the injured party is taken to the sick bay. Parents / guardians are immediately informed.

**Very serious injuries**

In the event of a very serious injury, parents/ guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. In very serious cases, the ambulance may have to be called first.

On rare occasions, the staff may agree that taking a child to Accident & Emergency in a private car is a more prudent option, particularly in the case of rapid blood loss. Parents are kept informed of developing situations.

**Sickness**

If a child complains of feeling sick at school e.g. headache / tummy upset, they will be given the chance to go to the toilet, to get some fresh air or to have drink/ snack. If they continue to complain again parents will be contacted to collect their child.

**Contact Details**

Parents must provide all contact numbers – mobiles, home numbers, work numbers etc and inform the school immediately if any numbers change. Parents must also provide all contact details of an ‘emergency contact person’ who may be called upon if parents cannot be contacted.

**COVID 19**

Each class has a Covid – 19 First Aid box with PPE, disinfectant spray, disinfectant wipes and paper. This is to be used if there is a suspected case of Covid – 19 in the class and cleaning measures need to be put in place following the procedures outlined in the Kilskyre Ns Covid -19 Response Plan.

**Covid-19 Yellow Card system:**

There is a yellow card system in the school to deal with a suspected COVID – 19 case

Each class teacher has a laminated yellow card on display in their classroom. If the class teacher suspects a child is displaying COVID – 19 symptoms the yellow card is brought by a student to the secretary/principal. On seeing the yellow card the principal proceeds to the classroom and asks for the child in question to accompany her to the isolation room. The principal will keep a 2 meter distance from the student at all times and wear PPE. The procedures outlined in the School Response Plan on how to deal with a suspected COVID 19 case will be followed.

There is a first Aid Box available to each school playground. Each box contains PPE. Teachers **must** wear PPE while administrating First Aid to students for the duration of the COVID-19 pandemic.

Classroom 1 will be used as the Isolation Room during the pandemic. The route to get to the Isolation Room is exit from the classroom door to the front of the school and to walk along the front of the school to the blue door entrance.

First Aid supplies will be checked monthly and restocked by Gillian Murphy

All staff will complete first aid training every two years..

All teachers complete the incident book after they come off yard. Gillian does a monthly check on the incident book to ensure that it is being filled in accurately. Sinead keeps a stock of accident report form templates and ensures there is an adequate stock in the Incident Book.

When a teacher comes off yard they inform the class teachers of any incidents – the class teacher then sends a note to parents to recheck any injury sustained and inform them if a plaster has been applied..

Signed on behalf of the Board of Management:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_