

First Aid & Injury Policy

December 2025

1. Introduction

This policy on First Aid - Accident and Injury outlines the procedures to follow when an incident happens during the school day. This policy was prepared in accordance with the school's key policies on Child Protection, Health and Safety, Code of Behaviour.

2. How was this policy developed?

This policy outlines the rationale and procedure of St. Mary's First Aid Provision. 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. The policy has been developed following consultation between students, staff, parents, Principal and Board of Management. This policy will be reviewed regularly. The Policy on First Aid and Procedures aims to provide clear and transparent guidelines on First Aid Provision. This policy was formulated using Health Safety Authority's

Guidelines “Managing Safety, Health and Welfare in Post Primary Schools”.

This satisfies the provisions of the General Application Regulations Chapter 2

Part 7 S.I. 299 of 2007 in relation to First Aid requirements.

3. Rationale

The purpose of this policy is to specify the appropriate actions for St.

Mary’s in responding efficiently and effectively to injuries/ accidents:

- To provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury.
- To ensure that adequate resources and arrangements are in place to deal with accidents/injuries as they arise.
- To ensure lines of communication with Parents/Guardians are in place
- To activate a plan of action which all staff are familiar with.
- To provide a common, safe approach for administering First Aid.

4. School Ethos

This policy is in keeping with the school mission statement. School Mission

Statement *St. Mary’s Secondary School, Charleville is a voluntary catholic*

secondary school for girls only under the trusteeship of CEIST. The mission of St

Mary’s Secondary School is to provide holistic education, in the Catholic

tradition, for all our students. We are committed to the academic, creative,

emotional, spiritual and physical development of each student, in a caring and safe environment.

5. Policy Objectives

The objectives of the policy are:

- To ensure the physical safety and well-being of all students and staff
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner.
- To provide appropriate training (off-site, visiting experts and in-house) and support for staff which reflects the needs of students

currently enrolled so that students have access to proper interventions.

- To comply with all legislation relating to health and safety at work.

6. Roles and Responsibilities

The overall responsibility for the day-to-day management of school supervision rests with the Principal and Deputy-Principal.

The subject teacher is responsible for classroom supervision and teachers on supervision duty are directly responsible for the supervision of students at break time. There are several teachers trained in First Aid on the staff

7. First Aid Supplies

A fully equipped First Aid cabinet is available in the staffroom. A second cabinet for medication is also located in the staffroom. Teachers who take students off-site must take a First Aid Box with them. (Sporting or General Outing). Any First Aid provided by the school is intended to be purely of a temporary nature. Injuries should be fully examined by Parents/Guardians when students arrive home.

Reusable ice-packs are available in the freezer in the staffroom. It is the responsibility of the teacher who uses supplies, notices that they are diminishing or out of stock, to inform the Deputy Principal when items need to be replenished in any of the First Aid boxes. Additional supplies are available from the Deputy Principal.

Contents of First Aid Box

- Dressings
- Paramedic shears
- Disposable Gloves
- Sterile water
- Antiseptic wipes
- Pocket face mask
- Adherent tape
- Water -based burns
- dressing (small and
- large)
- Hypoallergenic plasters
- Crepe bandage
- Bandages
- Individually wrapped
- Portable ice-packs.
- sterile unmedicated
- wound dressings
- Scissors
- (various sizes)
- Adhesive plasters
- Individually wrapped
- disinfectant wipes
- Safety pins
- Sterile eye pads

8. First Aid Team

St. Mary's has a First Aid Team. This is a team of staff members, led by Paula Farrell, who have volunteered to be trained in First Aid and CPR including AED. The team is trained to respond to an emergency, utilising basic first aid and knowing when to contact ambulance services. St. Mary's First Aid Team are NOT trained medical personnel. The purpose of first aid training is to preserve life, protect from further harm, prevent worsening of condition, and provide relief and reassurance. It does NOT replace medical treatment. Therefore, First Aid treatment is in keeping with a school's duty of care, and to take all reasonable measures to ensure the health, safety, and welfare of St. Mary's students and staff. An up-to-date list of First Aid Responders is displayed in the staffroom.

9. Accident and Injury Procedures

Safety of students and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no student or staff member are at risk:

- Each staff member is aware of their duty of care towards all students.
- All staff use a range of strategies to minimise risk of harm to students

both inside and outside the classroom.

- Safety procedures are discussed with students before using potentially hazardous equipment in art, science, material technology, home economics and P.E.
- Safety issues are also addressed through the S.P.H.E. programme
- Positive behaviour and respect for others are always encouraged.

9.1. Minor Accident and Injury Procedures

A minor accident or injury is one where a student has received a scrape, graze, bump or minor cut to the arm, leg, or body. All staff will be expected to deal with instances of minor first aid. The injured party is looked after by the teacher nearest to or approached by the student. If deemed necessary, the teacher will attend to the injury using the First Aid Box. The student is to remain under the supervision and care of the staff member. No student with an accident or injury is to be referred elsewhere or left unattended. No medicines are administered but cuts are cleaned with anti-septic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. If deemed necessary, Parents/Guardians are notified by the teacher/yearhead verbally by telephone,

9.2. Serious Accident and Injury Procedures

It is the responsibility of the attending staff member to decide whether an injury should be considered serious. The assistance of a First Aid team member, Yearhead, , the Deputy Principal, Principal or any other staff member should be sought if the injury appears to be serious. Parents/Guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The student is kept under intense observation until Parents/Guardians arrive, with the emphasis on making the student as comfortable as possible.

9.3. Very Serious Accident and Injury Procedures

In the event of a very serious injury, e.g., loss of consciousness, severe bleeding or broken bone, Parents/Guardians are contacted immediately to ensure they are aware of their child's status and the actions underway. The student is to remain under the supervision and care of the staff member. No student is to be referred elsewhere or left unattended. . Qualified medical treatment should be secured in emergencies at the earliest opportunity. Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, parents/guardians will be contacted to request permission so that an ambulance may be called and the pupil be taken to the nearest Accident and Emergency without delay. In the event that parents/guardians cannot be reached, the school will always prioritise the health of the pupil and call the ambulance if the situation merits it. The Health Service Executive call out costs of the ambulance and Accident and Emergency admission fees will be paid by the

parents/guardians.

10. Accident and Injury Treatment Procedures

10.1. Burns and Scalds

- Immediately remove student from the danger area.
- Cool burnt area with cold running water for at least 10 minutes.
- Remove rings etc. and other tight-fitting accessories
- Do not remove objects stuck to skin.
- Use a special burn gauze/burneze in the event of a minor burn
- Observe student for the rest of the day
- Inform Yearhead or Deputy Principal or Principal
- Contact Parents/Guardians if you are concerned that the injury is serious.

10.2. Eye Injuries

- If there is something in the eye the eye may be irrigated with sterile water.
- For bruising/ black eye an icepack may relieve pain and reduce swelling.
 - If there is cause for concern both eyes should be covered with a loose sterile dressing and medical help should be sought promptly.
- Inform Yearhead or Deputy Principal or Principal
- Contact Parents/Guardians

10.3. Faints and Shock

- Instruct the student to lie down.
- Raise their legs above the level of their heart.
- Instruct student to loosen any tight clothing, i.e., top button on shirt.
- Keep crowds away.
- Ensure there is fresh air.
- Reassure student when they recover.
- Inform Yearhead or Deputy Principal or Principal
- Contact Parents/Guardians

10.4. Head Injury

- Treat as appropriate for either bruising or bleeding.
- Observe the student carefully looking out for signs of concussion such as double vision, blurred vision, inability to focus, dizziness, inability to respond appropriately to simple questions, nausea, pallor, clamminess.
- Inform Yearhead or Deputy Principal or Principal
- Always contact Parents/Guardians if there are any signs

of concussion.

- If serious, contact an ambulance.

10.5. Minor Cuts

- Wearing disposable gloves, clean around cuts using antiseptic wipe, cleaning from the centre outwards
- Check for small bodies which may be embedded in the wound.
- Place a plaster or gauze on the wound.
- Observe student for the rest of the day.
- Inform Yearhead or Deputy Principal or Principal
 - Inform Parents/Guardians or advise student to inform Parents/Guardians.

10.6. Nose Bleeds

- Do NOT tilt the head back. Have the student sit up straight and lean slightly forward.
- Instruct the student to pinch their nose just below the bridge and apply constant pressure for 5 minutes. If the bleeding hasn't stopped, continue treatment for 5 more minutes.
- An icepack may be applied to the back of the neck.
- Inform Yearhead or Deputy Principal or Principal
- Contact Parents/Guardians if the bleed does not stop after 10 minutes of pressure.

10.7. Severe Bleeding

- Act instantly.
- Instruct the student to sit or lie down.
- Apply direct pressure with your hand, using gloves.
- Raise the limb above the level of their heart if no other injury is present.
 - Put a clean dressing over the wound and secure it firmly with a bandage.
- Place another dressing over the first if blood shows through the dressing
 - Do NOT remove a dressing once it has been put in place.
- Treat for shock.
- Inform Yearhead or Deputy Principal or Principal
- Contact Parents/Guardians
- If very serious contact an ambulance.

10.8. Sprains and Bruises

- Implement the rest, ice, compress and elevate process.
- Observe student for the rest of the day.
- Inform Yearhead or Deputy Principal or Principal

- Contact Parents/Guardians if you are concerned the injury is serious.

10.9. Stings and Bites

- Remove the sting, if possible. Do not attempt to remove it if it is a suspected tick bite.
- Wash the affected area with soap and water.
- Apply an icepack to reduce inflammation and swelling.
- Inform Yearhead or Deputy Principal or Principal
- Contact Parents/Guardians if the case appears serious.
- Get medical help immediately if you see signs of an allergic reaction.

10.10. Unconsciousness

- Get medical help immediately.
- Check vital signs.
- If a student is breathing, put them in the recovery position.
- If student is not breathing commence CPR
- Inform Yearhead or Deputy Principal or Principal
- Contact Parents/Guardians and emergency services if CPR/AED is required.

11. Physical Education

St. Mary's is mindful that accidents and injuries may occur during PE activities, e.g. warm-up at the start of all physical activity, practising in confined spaces, use of equipment, supervision on visits out of the school, etc. In the event of a minor accident or injury occurring during PE, where a student has received a scrape, graze, bump or minor cut to arm, leg or body, the student is to remain under the supervision and care of the PE staff member. No student with a minor accident or injury is to be referred elsewhere or left unattended. The PE department is equipped to deal with such instances. A First Aid box, which also includes single use icepacks is stored in the PE Storeroom. In the event of a more serious accident or injury during PE, PE staff must contact a school First Aid Team. An up-to-date list of First Aid staff is in the staffroom. Accidents during PE must be recorded on the Accident Report Form and submitted to the school office.

12. Automated External Defibrillators (AEDs)

St. Mary's provides automated external defibrillators (AEDs) which are to be used in the event of a sudden cardiac arrest. Early defibrillation using an AED is one of the vital links in the "Chain of Survival". An up-to-date list of AED trained personnel (First Aid Team) is in the staffroom. A defibrillator is located outside the school office. There is also a defibrillator available for teams going to matches.

13. Awareness of Medical Needs

- Parents/guardians are requested to inform the school of any medical condition or allergy from which their child may suffer.
- The SNA team records all relevant medical information on the Vsware medical tab and Class Profiles.

- A medical register of students is available both on Vsware and on the Class Profiles on the staff Google Drive. All staff are advised to identify any students in their class on the register and note the medical issue and appropriate action necessary if a medical issue arises.
- Relevant information is retained on the student file in the school office and by the year head.
- It is the parent/guardian's responsibility to notify the school of any changes in existing medical conditions.

14. Managing food allergies at school

What should I do as a parent/guardian?

- Parents need to meet with your doctor/allergy specialist, who are best placed to know your child's specific requirements and draw up an allergy management plan to assist the school in recognising your child's symptoms of an allergic reaction and response to it.
- Meet with the Principal and discuss your allergy management plan. If your child travels to school by bus or car pools ensure the driver or other parents are aware of your child's allergies and include travel to school in your allergy management plan.
- If your child is prescribed medication such as anti-histamines and an adrenaline auto injector, discuss where it is stored, who has access to it and who can administer it.
- Be aware of potential triggers.
- Advise your child not to share food or drinks from others.
- When buying from our school canteen- always ask. Food Allergens information is clearly outlined and the staff are very happy to answer any queries.
- Explain to them that if they are not feeling well to tell a teacher or other adult immediately and not to go to the bathroom or any other area on their own

15. Administration of Emergency Medication

The following section should be read in conjunction with the Administration of Medication Policy. It is the responsibility of the Parent/Guardian to inform the school of any medical needs their child may have. Parents/Guardians are to inform the school immediately if their child develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school.

- Non-prescription medication will not be stored or administered in the school.
- Prescription medication can only be stored/administered in the

school following the submission of the written authority of the Parents/Guardians to the Principal.

Where students are suffering from chronic illnesses (for example, diabetes, epilepsy), Parents/Guardians should outline clearly in writing what can and cannot be done in a particular emergency, with reference to what may be a risk to the student. Parents/Guardians are strongly advised to request a meeting with

the Principal/Deputy Principals to put an Emergency Response Plan in place for the student. Parents/Guardians should provide the school with the following information:

- Name of student, details of illness and medication dosage and storage
- Whether they should be responsible for their own medication.
- The circumstances in which medication is to be administered to a student by a member of staff and consent for medication to be administered in these circumstances.

In emergency situations, qualified medical assistance will be secured at the earliest opportunity. It is the responsibility of the Parents/Guardians to ensure that an adequate supply of medication is in stock, and it has not passed its expiry date. If medication

passes its expiry date without being used, the student's Parents/Guardians will take responsibility for its safe disposal. Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.

IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO ENSURE THAT THE DOSAGE NOTED ON THE CONTAINER IN WHICH THEIR STUDENT'S MEDICATION IS STORED IS ALSO AMENDED.

Arrangements for administration of medication to each student will be reviewed annually.

16. Record Keeping

- All accidents/injuries are recorded on an Accident Report Form, copies of which are in the staffroom. The student's name, date, location of accident/injury, nature of injury, action taken, and the signature of the treating staff member are recorded.

- Any accident/injury that occurs within class time and that necessitates the student receiving external medical treatment will be reported to the Health and Safety (HSA) Authority. <https://www.hsa.ie>
- Relevant medical information on all students is obtained at time of enrolment. This form also asks Parents/Guardians to list allergies and other medical conditions their child may have.

17. Contact Numbers

Where the student's accident/injury is significant, Parents/Guardians will be informed by telephone. Parents/Guardians are asked to provide at least two emergency contact numbers at the start of each school year. It is the responsibility of the Parents/Guardians to ensure these numbers are updated as necessary.

18. Relationship to Other School Policies

This policy should be read in conjunction with other relevant policies e.g., Child Protection, Health and Safety, Code of Behaviour and Administration of Medication.

19. Policy Monitoring and Review

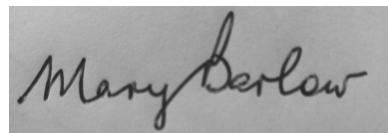
This policy and related policies will be reviewed annually. The policy may be reviewed at any time to make improvements deemed necessary by the school, or to take account of any relevant change in legislation or school policy.

Following ratification of this policy by the Board of Management, this Accident and Injury Policy was updated on the school's website. Hard copies of the policy are available to Parents/Guardians on request.

Signed



Secretary to the Board



Chairperson

Date: 28-5-26