



St. Paul's SNS First Aid Policy

Signed: A. Gally Principal

Signed: Rev John Curran Chairperson of BoM

Date: 21/04/26

1. Introduction

This policy outlines the procedures for the provision of First Aid in St. Paul's S.N.S., Drogheda. It has been developed in line with the school's Child Safeguarding Statement, Health & Safety Policy, Administration of Medicine Policy, and relevant Department of Education guidelines.

The Board of Management recognises its duty of care to safeguard the health, safety and welfare of pupils, staff and visitors. First Aid provision is an essential component of that duty.

2. Aims

The aims of this policy are to:

- Ensure prompt and appropriate First Aid is provided to pupils, staff and visitors
- Minimise the impact of accidents and sudden illness
- Promote a safe school environment
- Clarify roles and responsibilities in relation to First Aid
- Ensure consistent recording and reporting of incidents
- Support safeguarding procedures during First Aid situations

3. Scope

This policy applies to:

- All pupils
- All school staff (teaching and non-teaching)
- Volunteers and visitors
- All school activities, including off-site trips and extracurricular events

4. First Aid Personnel and Training

- All staff members undertake certified First Aid training on a regular basis (minimum every two years).
- Selected staff members receive training in CPR and defibrillator use.
- Staff are informed of personnel trained in the use of the defibrillator.
- Manual handling training is provided where required.
- A list of trained First Aiders is maintained by the Principal and displayed in the school.

5. First Aid Equipment

First Aid Boxes

First Aid supplies are maintained in:

- Each classroom
- Designated central First Aid supply area (Ms. Crinion's office)
- First Aid kits for school trips and off-site activities

All kits are regularly checked and replenished by the designated post holder (Ms Crinion)

Defibrillator

A defibrillator is located in the Breakfast Club/canteen area. It is regularly checked and maintained. Staff are informed of its location and trained personnel.

6. Procedures for Administering First Aid

Minor Injuries

For minor injuries:

- First Aid will be administered by the supervising staff member
- Disposable gloves will be worn where appropriate
- Injuries will be cleaned and treated using standard First Aid procedures
- The incident will be recorded where necessary
- Parents may be informed depending on the nature of the injury.

Serious Injuries or Illness

In the event of serious injury or sudden illness:

- First Aid is administered immediately
- Assistance is sought from another staff member
- The school office is informed
- Emergency services are contacted if required
- Parents/guardians are contacted immediately

A staff member will remain with the child at all times.

If necessary, a designated staff member may accompany the child to hospital until a parent/guardian arrives.

7. Hygiene and Infection Control

Staff will follow best practice guidelines including:

- Wearing disposable gloves when dealing with bodily fluids
- Safe disposal of contaminated materials
- Hand hygiene before and after treatment
- Cleaning of surfaces where necessary

These procedures align with the school's Health & Safety and Intimate Care policies.

8. First Aid and Safeguarding

The provision of First Aid will always be carried out in a manner that respects the dignity, privacy, and safety of the pupil.

- Staff will act in accordance with the school's Child Safeguarding Statement at all times
- Where possible, First Aid will be administered in the presence of another adult
- Pupils will be reassured and informed about what is happening
- Physical contact will be appropriate, necessary, and in line with safeguarding guidance
- Any concerns arising during First Aid will be reported to the Designated Liaison Person (DLP)

These procedures support the school's safeguarding and child protection obligations.

9. Recording and Reporting Accidents

All accidents and incidents are recorded in the school Accident Report Book.

Records include:

- Name of pupil/person involved
- Date and time
- Nature of injury
- Treatment given
- Name of staff member administering First Aid

Serious incidents are reported to the Principal and Board of Management as appropriate.

10. First Aid on School Trips

- A portable First Aid kit is taken on all school outings
- A trained staff member is designated to carry and administer First Aid
- Emergency contact details are available
- Risk assessments are conducted prior to trips in line with School Tour / Trips Policy.

11. Relationship with Administration of Medicine Policy

This policy operates in conjunction with the Administration of Medicine Policy.

First Aid staff will only administer prescribed medication in accordance with agreed procedures and written parental consent.

12. Roles and Responsibilities

Board of Management

- Approves and reviews the policy
- Ensures adequate resources and training

Principal

- Oversees implementation
- Maintains training records
- Ensures equipment is available

Staff

- Administer First Aid within their training
- Follow procedures and record incidents
- Report concerns

13. Policy Review

This policy will be reviewed:

- Bi-annually by the Board of Management
- As needed to reflect legislative or organisational changes