

# **Woodbrook College Bray, Co. Wicklow**



## **First Aid Administration of Medicines Policy**

***"Learning together for a better future"***

## **1 School Philosophy and Mission Statement**

1.1 At Woodbrook College, we are committed to excellence in all that we do. We are a co-education school in which we educate in an atmosphere that promotes respect, inclusion, community and honesty (RICH Culture). We are guided by Gospel-based values and, in keeping with our Catholic ethos and the principles of our founder Blessed Edmund Rice, we work as one inclusive community of Board of Management, staff, parents and students to provide a safe, caring and disciplined environment in which all of our students are challenged to reach their full potential in their academic, artistic, sporting and personal pursuits.

## **2 Rationale**

2.1 It is recommended that first aid and medication should be administered in the presence of other students or another adult. However, no member of the staff should hesitate to provide first aid or medicine in an emergency even if another person is not present.

2.2 The aims of the First Aid and Administration of Medicines Procedures are as follows:

- To assess and treat minor injuries
- To identify major injuries and pursue treatment
- To provide basic First Aid treatment for minor injuries
- To provide a common approach for administering First Aid
- To provide a common approach on the administration of medicine
- To ensure that safe practices are being followed in the administration of First Aid and administration of medicine.

## **3 First Aid Procedures**

3.1 Minor accident or injury is one where a child has received scrape, graze, bump or minor cut to arm, leg or body. Serious accident or injury is one where child has received injury which may require further treatment, or any head injury.

3.2 Location of First Aid

A First Aid Box is located at first aid station in the Staff Room, PE Office and School Office. Teachers will treat any pupils requiring First Aid during class time.

## **4 Treatments**

4.1 This list is not exhaustive but lists the main types of treatments.

- Cuts, grazes, blood injuries –the First Aid person while wearing disposable gloves cleans wound.
- All gloves and waste are discarded after each injury.
- Sprains/suspected breaks – ice pack applied. Class teacher and Year Head are notified and parents are contacted.
- Head Injuries are always checked and reported to Principal and Year Head. The injured child is monitored and parents are notified by telephone. The First aid person is responsible for contacting home. If a parent cannot be contacted, a voicemail is left.
- The purpose of the telephone call is to alert parents to the possibility of concussion symptoms emerging later in the day when child has left school.

### Treatment of Serious Injury

- In case of emergency, teacher present will call for support from partner teacher or teacher nearest, class teacher attends to injured pupil, and partner teacher takes responsibility for supervision of remainder of pupils.
- Principal will be notified if it is considered prudent, an ambulance will be called.
- Pupil should be placed in recovery position, unless back or spine injury is suspected. Records:
- A report is filed in the First Aid book by the First Aid person in the School Office. The report includes the date of incident, brief description of injury and action taken.

- These records are retained in the school office.
- Records are submitted to the BOM.
- Serious incidents are reported to school insurance company in line with company policy.

## **5 Procedures for the administration of medicine**

5.1 Please read carefully the following points regarding administration of medicine.

- No staff member can be required to administer medication to a student.
- The medication should be self-administered if possible.
- Written instructions on the administration of the medication must be provided.
- In administering medication in an emergency to students, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept / provided by the staff member who administered the medication.
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.
- Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise.

## **6 Student Health Information**

6.1 Student information and storage

- Child's enrolment form allows parents to inform school regarding pupil's health/allergies.
- Parents should inform Year Head, class teacher/office with any updated information.
- This information is kept in child's file in the office and on VShare.

## **7 Staff Training**

The board of management will offer training to staff on dealing with typical school first aid and medicine instances as required. The names of trained staff are on display on the office window and distributed among all staff.