

St. Francis Xavier Senior National School



First Aid Procedures

Updated December 2025

Purpose of this Policy

This policy outlines the school procedures and protocols to be followed in St Francis Xavier SNS when pupils require first aid treatment in the event of an accident/ illness whilst at school. It also outlines the responsibilities of school staff in the administration of general first aid and emergency medications for specific pupils. **This policy was finalised in December 2025 following consultation with staff and BOM.**

The purpose of First Aid treatment is to ensure that any immediate danger and discomfort is alleviated. First Aid administered by school staff is intended to be of a temporary nature and to be a minimum level of care. If necessary further diagnosis or extended care will be sought from relevant medical professionals. Parents /Guardians should fully examine their child for any reported injuries when alerted by the school of an illness or accident requiring attention.

Communicating with the School on Medical Needs

1. At enrolment parents must inform the school of any serious medical condition or allergy affecting their child. This should be noted by parents on the Enrolment Form or on diagnosis after enrolment where appropriate.
2. It is a parent's responsibility to notify the school (in writing) of changes in existing medical conditions for their child and to notify the class teacher and the SNA as soon as is practicable. This is especially important when children with medical conditions join the school during the academic year.
3. In cases where pupils have specific/serious medical conditions/allergies as noted by parents this information will be noted on the child's file on the Aladdin Student Management System, on the staffroom notice board, and on the First Aid Medical File (with parents' permission).
4. A First Aid File with Class listing, and medical conditions and emergency contacts relating to particular children is retained by the Secretary in the school office and in the staffroom for the relevant school year.
5. School staff are made aware of those pupils with serious allergies/ conditions at the beginning of the school year.
 - School Staff (Teacher/ SNAs/Ancillary Staff) will co-operate with parents and with the teacher with responsibility for the Administration of Medication (currently K Donoher), familiarise themselves with the specific condition, action to be taken if required and the location of any inhalers, epi-pens, medication etc.
 - In so far as is possible this information will be will notified to Substitute Teachers
6. Photographs and procedures for emergency treatments for pupils with serious health/medical conditions will be updated annually and displayed in the medical folder. Staff will be made aware of this.
7. Emergency Medications will normally be retained in the School Office and/or Classroom.

Illness of a Child whilst at School

- If a child becomes unwell whilst at school or during an out of school event (i.e. school tour), the teacher will assess the condition of the child and if it is considered necessary that the child needs to go home he/she will arrange for parents (or other guardian nominated by the parent) to be contacted by the school office.
- If a Parent or nominated person cannot be contacted by phone by the school, a voice mail message will be left if possible.
- In the event of the school not being able to contact a parent/guardian, the school may contact an ambulance/doctor/hospital in emergency situations where it is deemed necessary.
- A School Accident Report Form will be completed in cases of school accidents involving pupils and/or school staff.

The school will inform the school insurer of serious accidents involving pupils and /or staff as necessary.

Administration of Medication

- School staff will not administer medication to a pupil unless there is signed agreement with parents (care plan).

Administration of Medications Policy and Consent Form.

- Parents may administer medicines during the school day by prior arrangement with the school/BOM.
- Pupils with an existing medical condition that may require specific medical attention will receive it from staff (i.e. SNA etc) if necessary, to ensure the appropriate care is given under the correct circumstances.
- It is the responsibility of parents to ensure all medications stored in the school for their child/ren are in date.
- Parents of pupils with approved authorization for the administration of medication must ensure that all medicines to be administered are given to the school, clearly labelled with the child's name, dosage and frequency. These medicines are normally kept in the classroom and/or the school office and are clearly identified.

Administration of Regular First Aid Treatment for pupils in the event of an accident/ injury

- If a child suffers an injury, it will be assessed by the Class Teacher/Teacher on Supervision duty.
- Teachers and other school staff will be expected to administer minor first aid or refer to parents/guardians if necessary.
- All pupils will be made aware of the First Aid station and the procedure to follow when they have an accident.
- Disposable surgical gloves must be worn at all times when dealing with first aid issues.
- A minor cut will be cleaned by a gauze swab and water, or a water based wipe.
- Hypoallergenic plasters will be used where bleeding continues after applying pressure with a wipe (to keep the wound clean).

If an injury occurs during yard time the child will be directed by the Yard Supervising Teacher to the First Aid Station, located beside tower. Two teachers are on duty during yard time to treat any injury and the class teacher will record details in the First Aid Accident Report book.

- In the event of an emergency or if any staff member in school is concerned for the health and safety of the child following an injury, they should contact parents/guardians and/or call 999/112 if appropriate.
- Children will only be taken to hospital by ambulance or alternatively transported to hospital by parents/guardians. School staff will not transport children to hospital in their cars unless with the specific authorization of the Principal/Deputy Principal

Procedure for Recording Injuries and Informing Parents

- If a pupil feels sick/has an accident and it is considered that the pupil is too unwell to remain in school during the school day parents/guardians/ other nominated person will be contacted by the school office and arrangements made for the pupil to be collected from school and taken home or for medical review.
- For injuries/ accidents during yard breaktime: It is the responsibility of the teacher/s on duty to make an assessment on the extent of any injuries/ illness presented at yard time. This decision will be based on the judgment that a responsible parent might reasonably make.
- Head Bumps/Injuries: Head bumps and head injuries are normally treated with ice pack to reduce any possible swelling. Parents will be informed of minor head bumps /head injury via a phone call made by the teacher on duty or the secretary. Where a pupil is very distressed or the injury is significant, parents will be contacted as soon as possible by phone, by the school office or by the teacher on duty. It is the responsibility of the attending teacher to decide what a "significant injury" is. It is also the responsibility of the teacher dealing with the injury to gather the facts about how the injury occurred from the supervising teacher/witnesses, so that they may pass on accurate details to parents.

- All injuries/accidents must be recorded and dated by the teacher on yard duty in the First Aid book.
- All serious injuries/accidents are documented on an Accident Report Form by the teacher who treated the injury.
- All Accident Reports are kept on file in the school office.

IMPORTANT NOTE: When seeking to contact parents by phone, the school office/teacher will contact Parent 1 directly by phone first and if no reply a voice message will be left. If the school office/teacher has not been able to speak directly to Parent 1, then Parent 2/ Emergency Contact will be contacted and if no reply a voice message will be left. If no contact can be made with parents/guardians the pupil will remain in school under observation. In cases of emergency or where it is considered that the child needs immediate medical attention an ambulance will be called and in the absence of parents/guardians being available a minimum of two members of staff will accompany the pupil to hospital.

Provision for First Aid during the school day/at out of school events

- There is a defibrillator (AED) located in the school reception area in a secure cabinet outside the Principal's office.
- First Aid kits should accompany teachers and school staff for offsite school tours, sports events etc.
- The Class Teacher and SNA (if applicable) is responsible for ensuring that Emergency Medication/Epipens etc for nominated pupils are carried when pupils are off site or out of the immediate classroom environment.
- Ice packs are stored in the Freezer in the Kitchen.
- First Aid Supplies and First Aid station boxes should checked weekly and updated as necessary by the First Aid Co-ordinator.

First Aid Boxes

1. Location

First Aid Boxes held in the staffroom.

Staffroom – First Aid Box and School Trip First Aid Box

Classrooms –First Aid Box- wipes, gloves and plasters

2. Contents of Larger First Aid Boxes

Dressings (non-adherent dressing, sterile gauze pads)

Disposable Gloves

Cotton Pads

Water wipes

Slings

Hypoallergenic plasters

Bandages

Portable ice-packs (stored in Fridge Freezer in Staffroom) for on-site use and Instant Ice Packs for off-site use, sporting events etc.

Scissors

3. Contents of Classroom First Aid Boxes

Disposable gloves

Plasters

Cotton Pads

Hypoallergenic plasters

Water wipes

Dealing with Common Illnesses and Infections

- Parents should consider the health and safety of staff and pupils when deciding to return their child to school after an illness.
- Head Lice: Parents should inform the school office if a pupil has head lice. Normally parents of the class will be notified by email/by letter about the condition and advised to treat any infestation accordingly.
- Diarrhoea/ vomiting: Pupils who has diarrhoea/vomiting during the school day will be required to be collected by a parent or guardian and taken home. The child should not return to school until they are clear of all symptoms for 24 hours.

Notification of Infectious Conditions:

Parents of pupils suspected of having a highly infectious condition (ie chicken pox, impetigo, slap cheek etc) will be contacted by the school office/Principal/Deputy Principal. If the infection is severe, they will be advised to take the child home. If it is considered a minor risk parents should seek advice about treatment from their GP.

- School staff will be informed (via school email) by the Principal/Deputy Principal of infectious diseases notified for pupils as soon as possible after the school received this information. This is particularly relevant for infections ie Slap Cheek or other infections that could compromise immune systems for school staff.
- Parents and school staff may seek advice from the HSE about other common illnesses and infections. Staff may also refer to the 'Infection in Schools' available online on www.hse.ie.

Intimate Care Needs for Pupils

- Please refer to the school's Intimate Care policy.

Staff Training

- All school staff completed first aid training most recently in September 2025.
- SNAs complete defibrillator and CPR training during term 2 of 2024

Ratification:

The Board of Management of St. Francis Xavier Senior School reviewed and ratified this policy on 3rd December 2025. Devised by Staff and the AP2 November 2025.

Implementation:

This policy is effective from 4th December 2025

Review Timetable:


This policy will be reviewed in the 2027/2028 school year or earlier if needed.

Ratification and Communication

The Intimate Care and Toileting Policy is communicated to staff via the shared drive and Aladdin. It will also be stored physically in the SEN Policy folder. It is available to the school community through the school website.

Signed 
Chairperson

Date 3/12/25

Signed 
Principal

Date 03.12.2025