

First Aid Policy



Scoil Pól

1. Introduction and Rationale

This policy outlines the procedures and practices for the administration of first aid at Scoil Pól. The Board of Management recognises its responsibility under the Safety, Health and Welfare at Work Act 2005 to provide a safe environment for all students, staff, and visitors. This policy ensures appropriate first aid provision is available and that all incidents are managed effectively and consistently.

2. Aims

- To ensure adequate first aid provision for all members of the school community
- To provide clear procedures for responding to injuries and illnesses
- To ensure compliance with health and safety legislation
- To maintain accurate records of all incidents requiring first aid
- To safeguard the welfare of students and staff

3. First Aid Personnel

The principal will ensure that:

- A sufficient number of staff hold current Occupational First Aid certificates (3-day QQI Level 2 or equivalent)
- At least one qualified first aider is present during school hours
- A list of trained first aiders is displayed in the staff room, office & on staff on-line platform
- First aid supplies are checked and replenished termly

4. First Aid Equipment and Facilities

First Aid Kits are located in:

- School office
- Practical rooms
- PE hall
- School vehicles (if applicable)

Standard Contents:

- Sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Triangular bandages
- Safety pins
- Disposable gloves
- Sterile unmedicated wound dressings

Note: No medications, including pain relief, will be stored in first aid kits.

5. Procedures for Dealing with Incidents

Minor Injuries (grazes, small cuts, bumps):

- Treated by staff member

- Student remains in class/returns to activities
- Parents informed if warranted

Significant Injuries (requiring first aid intervention):

- First aider called immediately
- Injury assessed and appropriate first aid administered
- Accident/Incident Reporting document to be completed & issued to Principal
- Parents contacted by phone
- Student remains under supervision until collected if necessary

Serious Injuries (head injuries, suspected fractures, loss of consciousness):

- Emergency services contacted immediately (999/112)
- First aid administered while awaiting ambulance as advised by emergency service contact
- Parents contacted urgently
- Staff member accompanies student to hospital if parents cannot arrive immediately
- Detailed incident report completed

6. Administering Medication

School has in place an Administration of Medication policy.

Staff members are not obliged to administer medication.

Where administration of medication occurring, the following is required:

- Written request from parents/guardians required
- Medical authorisation provided for prescription medications
- Medication Administration details to be shared by parent/guardian to the school
- Medications stored securely in office
- Accurate records maintained of all doses administered
- Students with chronic conditions (asthma, diabetes, epilepsy, allergies, etc.) have Individual Healthcare Plans provided to the school by parents/guardians

Emergency Medications (EpiPens, inhalers): Stored accessibly in office with relevant staff trained in administration.

7. Record Keeping

All incidents requiring first aid attention must be recorded using the Accident/Incident Reporting Document and issued to Principal

Serious incidents are reported to the Board of Management.

Incidents involving staff are recorded separately and reported to the HSA if required under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) equivalent provisions.

Records are retained by Principal in accordance with GDPR and the school's Data Protection Policy.

8. Communication with Parents/Guardians

Parents are informed of:

- Significant injuries on the day they occur (by phone)
- Head injuries (always, even if minor)
- Any incident requiring medical attention
- Any concerns about a child's health or wellbeing

Parents are expected to:

- Provide up-to-date emergency contact details
- Inform the school of medical conditions
- Collect student(s) promptly when requested
- Seek medical attention when advised

9. Roles and Responsibilities

Board of Management:

- Ensure policy implementation and review
- Provide adequate resources for first aid provision
- Ensure insurance arrangements are in place

Principal:

- Overall responsibility for first aid arrangements
- Ensure staff training is current
- Monitor implementation of procedures

Staff:

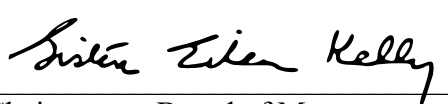
- Implement policy procedures
- Attend first aid training as required
- Report health and safety concerns

10. Policy Review and Ratification

This policy will be reviewed every two years or sooner if legislation or circumstances require.

Policy adopted by the Board of Management on: 23rd June 2026
Next Review Date: May 2028

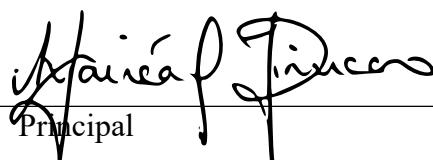
Signed:



Chairperson, Board of Management

Date: 23rd June 2026

Signed:



Principal

Date: 23rd June 2026