



# ALEXANDRA COLLEGE DUBLIN

## First Aid Policy

### 1. Outline

- 1.1. Alexandra College is committed to providing emergency first aid provision to respond to accidents and incidents affecting any individual on the school site. This policy outlines the school procedures and protocols to be followed in Alexandra College 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.
- 1.2. First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries which will not need treatment by a medical practitioner. First aid administered by the 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.
- 1.3. All staff should read and be aware of this policy; know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to administering First Aid. This policy does not affect the ability of any person to contact the emergency services and, in the event of a medical emergency, staff should dial 999.
- 1.4. All parents must fill out a medical form for their daughter prior to commencement in the school which is reviewed and retained on our School Database. Parents of students with specific medical conditions must alert the School Nurse of their daughter's conditions and the relevant procedures to be taken. Parents must also provide at least 2 emergency contacts per student and it is the responsibility of the parents to ensure that the numbers are kept up to date.

### 2. Rationale

- 2.1. The formulation of this policy enables our school to effectively:
  - 2.1.1. Provide for the immediate needs and requirements of students who have sustained an injury.
  - 2.1.2. Ensure that adequate resources and procedures are in place to deal with accidents/injuries as they arise.

- 2.1.3. Ensure lines of communication with parents/guardians are in place.
- 2.1.4. Provide a common safe approach for the administering of First Aid.

### 3. School Hours and Designated First Aid Responder

- 3.1. The Senior School Day runs between 8:45 am - 3:48 pm Monday - Thursday and 8:45 am - 2 pm on Friday. After School Activities until 5:45 pm Monday - Friday.
- 3.2. The Junior School Day runs between 8 am - 3 pm Monday - Friday. After School Care and Activities run until 6 pm Monday - Friday.
- 3.3. The Preschool Day runs between 8 am - 1 pm Monday - Friday. After School Care and Activities run until 6 pm Monday - Friday.
- 3.4. The School Nurse is on site Monday - Thursday from 8 am - 5:45 pm and on Friday is on site from 9 am - 4 pm. During these hours the School Nurse is the Designated First Aid Responder for the Preschool, Junior School, Senior School and Boarding School.
- 3.5. Outside of the hours stated in section 3.4, the Teacher in charge will be the Designated First Aid Responder.
- 3.6. In the Junior School, Carol Higgins has been appointed as a Designated First Aid Responder alongside the School Nurse.
- 3.7. In both Preschool Lower and Upper, Paula Murphy has been appointed as a Designated First Aid Responder alongside the School Nurse.

### 4. Storage and Supplies

- 4.1. There are a number of designated areas where first aid supplies are stored. The designated areas are:
  - 4.1.1. Main Reception
  - 4.1.2. Junior School Office
  - 4.1.3. Hermione Reception
  - 4.1.4. The HWC Gym
  - 4.1.5. The Nurses Office
  - 4.1.6. The Science Block
  - 4.1.7. Preschool Lower
  - 4.1.8. Preschool Upper
- 4.2. An employee is assigned to every designated area and they are responsible for checking and replenishing the First Aid boxes across their designated sites. The following are the assigned personnel:
  - 4.2.1. Main Reception: Daniel Kruger
  - 4.2.2. Junior School: Carol Higgins
  - 4.2.3. Boarding School: Lucy Barrett
  - 4.2.4. HWC Building: Laura Martina
  - 4.2.5. Preschool Lower: Carol Higgins
  - 4.2.6. Preschool Upper: Carol Higgins

4.2.7. Science Block: Robin LeQuesne

4.2.8. Jellicoe Building: Kim Kinsella

## 5. Compliance and Training

5.1. Each Line Manager is responsible for monitoring the number of first raiders and ensuring they are up to date with training. Should they need to train any of their staff they must contact the Operations Manager who is responsible for arranging all training opportunities. Records of First Aid Training certificates are kept in a folder in the Principal's Office. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principal. The Line Manager for each department is listed below:

5.1.1. Junior School: Avril Lamplugh

5.1.2. Preschool Lower: Avril Lamplugh

5.1.3. Preschool Upper: Avril Lamplugh

5.1.4. Senior School: Barbara Ennis

5.1.5. Administration: Susannah Gallagher

5.1.6. Maintenance: Conor Wakely

5.1.7. Boarding School: Dawn Thompson

5.2. The Operations Manager will ensure that staff are informed about the school's first aid arrangements and adequate First Aid advice signage is in place. Information on first aid equipment, facilities and first raiders will be shared in the staff handbook.

## 6. First Aid Procedures

6.1. The School Nurse is on site Monday - Thursday from 8 am - 5:45 pm and on Friday is on site from 9 am - 4 pm. During these hours the School Nurse is the Designated First Aid Responder for the Preschool, Junior School, Senior School and Boarding School.

6.2. In the Absence of the School Nurse the following procedures are in place:

6.2.1. When the school nurse is absent, there are at least two members of staff trained in first aid for each designated area. In an event whereby this is not possible, the Teacher will be the responsible person. If in doubt they will ring home or the emergency services if necessary.

6.2.2. Off-Site: Staff bring a portable First Aid bag to all off-site activities. They are responsible for ensuring they are restocked from supplies from the school nurse. A first aid trained member of the PE staff will be available at sports events.

6.2.3. School trips: trip leaders will be the first point of contact and will ensure they take an adequate first aid box from the school nurse. They will carry a mobile phone, emergency contact details and have up to date medical information for the pupils on the trip. All trips/activities will have the level of risk assessed and the appropriate first aid provision made.

- 6.2.4. Out of hours provision: Outside of normal school hours, if a qualified first aider cannot be located, the emergency services should be called in the event of a serious injury.

## 7. Students with Specific Medical Conditions

- 7.1. The School Nurse and School Secretary retain a copy of the students with specific medical conditions and procedures to be taken in case of emergency.
- 7.2. The Necessary medication for these students are kept in the corridor beside the Senior School Staff Room. All medication is clearly labelled and is accompanied by the procedures to be taken. If the School Nurse is unavailable the designated first aider in the area should take point. If in doubt, they should contact the emergency services and the parents of the child immediately.

## 8. Procedures for Specific Health Conditions

### 8.1. Anaphylaxis

If a child with anaphylaxis suffers from a serious reaction, immediate help will be sought. First Aid protocols for Anaphylaxis will be followed. The child's EpiPen will be located immediately (spare EpiPens are stored in the main staff room) and administered into the thigh if deemed necessary by staff. An ambulance and the child's parents/guardians will be called. EpiPens are also stored in the bags of children who have anaphylaxis and should be easily and clearly identifiable. It is the responsibility of parents/guardians to ensure the EpiPen/Jext Pen is in their child's school bag and that it is in date.

### 8.2. Epilepsy

If a child or adult suffers from a seizure, the seizure will be timed. First Aid protocols for Epilepsy will be followed. They will be protected from harming themselves during the seizure but not be restrained. If it is a first time seizure an ambulance will be called immediately and parents/guardians informed.

### 8.3. Asthma

If a child with asthma suffers from an attack their reliever inhaler (usually blue) will be given to them for them to administer themselves. If there is no immediate improvement, First Aid Protocols will be followed. An ambulance and parents/guardians will be called if there is no improvement after 5 minutes of taking their reliever inhaler, if the child is too breathless to talk or if lips are turning blue.

### 8.4. Hypoglycaemia

In addition to the school nurse, two teachers (Niamh Luskin and Sheila Diffley are trained in the procedure for managing a hypoglycaemic episode). In the event of a hypoglycaemic episode staff will do the following:

- 8.4.1. **Step 1:** Immediately give 10-15g fast acting carbohydrates. Wait 10-15 minutes for the sugar to be absorbed into the bloodstream. If after 10

minutes, the blood glucose is still 4.0 mmol/L, repeat STEP 1. If the blood glucose is above 4.0 mmol/L, proceed with STEP 2.

8.4.2. **Step 2:** Give a slow acting carbohydrate snack. It may be appropriate to check the blood glucose level 15 minutes later if the 'hypo' symptoms are still present.

8.4.3. **Step 3:** Inform parents/guardians verbally.

If the pupil is drowsy/unconscious:

Put in the recovery position if drowsy or unconscious and ensure they are breathing. Call an ambulance, stating the patient has diabetes. Contact parent/guardian.

This Policy has been adopted by the Board of Management on 17 October 2023 and will be reviewed annually.

The review date for this policy is October 2024.