



Scoil Naomh Lorcán O'Tuathail

(St. Laurence O'Toole's National School)

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First Aid and Medical Conditions Policy

Introduction

This policy works alongside the school's Safety Statement and covers the following:

- Development and use of Personalised Pupil Plans
- How the school manages Medical Conditions for pupils
- Dealing with sickness in children during the school day
- First Aid Procedures
- Toileting Accidents
- Care of children during school breaks
- Administration

Personalised Pupil Plans (PPP)

Rationale

As per Section 15 of Circular 0030/2014, all pupils with identified special educational needs and a care needs dimension must have a Personalised Pupil Plan (PPP) developed for them.

A Personalised Pupil Plan (PPP) will be drawn up through consultation with parents, class teachers, Special Education Teachers and Special Needs Assistants. This document will incorporate the information gathered from the initial parent meeting and details from the Administration of Medicines Form. The PPP highlights the Care Needs of the child in relation to access to SNA support.

PPPs are assigned to pupils meeting the following criteria:

- Identified Medical Condition
- Identified Behavioural Care Need

Development of Personalised Pupil Plan

- Information gathered from parents/guardians regarding medical needs/behavioural care needs
 1. Parents complete Administration of Medicine Form
 2. Teacher completes Behavioural Plan for pupil
- Information gathered from relevant external agencies / assessments eg. HSE, Enable Ireland, NEPS
- Information gathered from SNAs, class teachers, SEN teachers regarding pupil within the school setting
- PPP drawn up by team within the school (principal/SNAs/teachers)
- Meeting with parents/guardians to discuss plan and make amendments where necessary
- PPP signed by parents/guardians.

- PPPs are reviewed as and when necessary - informally (phone calls with updated information) and formally (review meeting with parents/guardians)

Storage of Personalised Pupil Plans

- PPPs are kept in soft copy on the school's Shared Drive / Aladdin - access to this for relevant class teacher, SNAs, ISM team and Principal
- Hard copy of PPPs kept in master file in Principal's office
- Any copies of PPPs made by SNAs are to be kept in locked cabinets and are never to be brought off the school premises.
- In cases where medication may be required, PPP will be kept in Folder on display in the classroom alongside Action Plan for dealing with medical conditions (see below).

Medical Needs Assessment Procedure

1. **Enrollment Form** requires that details of a child's medical condition(s) are provided to the school.
2. **Administration of Medicines Form** completed by parent/guardian once enrolled in school / Current pupils update forms on an annual basis at beginning of school year. Details child's health, medical condition, symptoms, medicines required, action plan are detailed
3. **Meeting** held with parent/guardian to draw up a detailed Personalised Pupil Plan for any child with medical conditions, allergies or other conditions that may need to be monitored during the school day and who will need SNA access. This meeting will set out precisely how the school will deal with medical conditions and the role of school and home in monitoring the condition. Class teacher, SNA, member of ISM team present at meeting.
4. **Folders** in the classroom with each child with medical conditions are kept on display. One page Action Plan for dealing with condition and PPP, where relevant, are kept in the folder. Original copy of Administration of Medicines Form and notes relating to meetings with parents/condition are kept on file in the Principal's office.
5. SNA working with child has a copy of PPP and Action Plan in their work files.

Sickness during the School Day

- Contact details for all guardians, alternative contact details and emergency contact details are kept on Aladdin. Parents/guardians are reminded annually to notify the school of changes to any contact details. Onus is on parents to notify school when changes occur.
- In the event of a child becoming ill, the school will contact the child's parents/guardians or the person delegated to take responsibility for the child to explain the situation and parents may be required to collect the child from school.
- If a child's contacts cannot be reached, and the child needs medical attention which the school is unable to provide or unsure of, the school will contact the emergency services and

ensure the child receives appropriate medical attention. Parents/guardians give permission for this to happen when they enrol their child in the school.

- In the case where a child is distressed and/or seriously ill and the teacher cannot leave the classroom, the card system* will be used to alert the secretary/Principal/adult to come to the classroom to take the child out of the room and attend to them.
- An **Accident Report Form** will be filled by teacher on duty/class teacher/Principal/Deputy Principal for all serious sickness which results in a child going home on Aladdin.
- Photographs of children with serious Medical Conditions are displayed in the copying room for identification purposes.

**Card System: Internal system in school whereby a teacher sends a card with their name on it to another adult in the building to come to their aid in the classroom. It would be used where a teacher is unable to leave the classroom but needs assistance from another adult. A child will be sent with the card to give to a teacher/SNA/secretary/Principal, where relevant.*

First Aid Procedures

In school:

- Teachers on yard supervision will have a portable first aid kit with basic supplies during yard times. Any minor cuts and grazes will be dealt with on the yard.
- Any large cuts/grazes and all head injuries will be dealt with by the school secretary / First Aider.
- Children will be brought in from the yard to be attended to - child injured may be accompanied inside by a Safety Squad member after reporting to the teacher on duty. Teacher/SNA may bring the child in if he/she considers it necessary.
- Class teachers will be alerted by the secretary/teacher on duty if the child needs monitoring during class time.
- Secretary will phone parents/guardians to report the injury/sickness.
- Children injured in the classroom will be accompanied to the office. The secretary will phone parents/guardians - for minor injuries a child may be accompanied by another child / for serious injuries the card system will be used to alert another adult to come to collect a child.
- Parents/guardians will be contacted for more serious injuries and for all head injuries.
- Principal will be notified of all serious illness and accidents during the school day.

Off site:

- Teachers will bring a first aid kit with them on all school outings for use if necessary.
- Folders with Medical Conditions and any medicines normally kept in the classroom will be brought off site with a supervising teacher.
- Teachers will bring contact details for parents/guardians on all school outings.
- Parents/guardians will be contacted for more serious injuries and all head injuries.

- All serious accidents/injuries will be recorded on Accident Form on Aladdin

Toileting Accidents

- A general supply of clean underwear, wipes, track-suit bottoms etc will be kept in the secretary's office.
- In the first instance, a child will be offered fresh clothing to clean and change themselves.
- If, for any reason, the child is unable to clean or change themselves, an SNA in the presence of another adult familiar to the child, will attend to him/her. If the child has a PPP, the procedures detailed in that plan will be followed.
- Parents/guardians will be contacted to alert them to the accident and procedures followed.
- Staff will always wear protective gloves.
- A record of the incident will be kept using the Accident Form.

Care of Children during the school breaks

- Children asking to remain inside at break-times must have a note from parents/guardians. Children staying in from yard will remain seated outside the secretary's office and will be supervised by the staff on the administration corridor. A friend staying with them is at the discretion of the class teacher.

Note

- There is a facility for parents/guardians to take out **insurance** to cover medical expenses as a result of an accident at school. This cover also applies to accidents outside of school time. This pupil personal accident insurance is separate from the school's insurance and is managed by the Parents Association
- School refers to the HSE manual "Infection in Schools" with regard to identification/prevention/treatment. Parents/Guardians will be notified of infection in school as deemed necessary by these guidelines.

Accidents / Sickness for Employees

- Staff feeling unwell during school hours will be asked to cease work. They will be brought home by another member of staff or a family member called in cases where they are unable to drive themselves home.
- Any accidents or injuries occurring on school grounds will be recorded on the Accident Form.
- Injuries will be attended to by the designated First Aider on the staff.
- An ambulance will be called where necessary.
- Emergency contact numbers will be regularly updated on file.

Review

This policy will be reviewed annually or as necessary to ensure that it is fit for purpose and meeting the needs of all children and staff in the school.

Chairperson: Board of Management : *Jamie Fitzmaurice*

Date: 28th September 2022