



ST. PATRICK'S NATIONAL SCHOOL

Greystones, Co Wicklow Roll Number: 12554M

Telephone: 01 2875684

Email: admin@stpns.ie

Website: www.stpns.ie

Principal: Rachel Harper

Deputy Principal: Hannah O'Connor

Board of Management – Chairperson: Canon David Mungavin

First Aid

2026

Rationale

This policy sets out how we at Saint Patrick's National School deliver first aid and the roles and responsibilities of staff in administering first aid. The purpose of first aid is to ensure that any immediate danger and discomfort is alleviated. Any first aid rendered by the school is intended to be of a temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injury should be fully explained to parents/guardians when children arrive home. This policy aims to ensure that everyone concerned with first aid, whether practitioner or recipient is kept safe.

Awareness of Medical Needs

- On our school's Enrollment Registration form parents are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Relevant information is retained in a secure file in the office and noted under the child's details on our school database Aladdin.
- It is the parents' responsibility to notify the school of any changes in existing medical conditions.
- At the end of each academic year teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- SNAs will make themselves aware of any medical issues in classes they are assigned to.
- If a child is taken ill whilst in the classroom the teacher will assess the condition of the child and if they feel that the child needs to go home, they will arrange for the parents to be contacted.

Administration of Medicines

School staff will not administer medicines unless written instruction is received from the parents. This instruction will be held on file for the intended length of time in the Secretary's Office. This instruction must include:

- the name and dose of the medication.
- frequency of dose and length of time medication will be required.
- the name of the child.
- whether the child should be responsible for his or her own medication.

Where applicable parents may administer non prescribed medicines during the school day themselves by prior arrangement with the school.

Any parent of a child with an existing medical condition that may require hands-on medical attention will have advised the school and class teacher and provided any medication such as EpiPen to ensure the appropriate care is given under the correct circumstances.

Parents of children that have provided medication as outlined above must ensure that all medicines to be administered are in the original container clearly labeled with the child's name, dosage and frequency.

Certain medicines such as inhalers used by asthmatic children must be readily available at all times of the school day. Inhalers labeled with the child's name are kept securely in the child's classroom.

In emergency situations qualified medical assistance will be secured at the earliest opportunity.

First aid

First aid box

The primary first aid box is located in the staff room and replenishments are available from the school office. The contents of the first aid box includes dressings, disposable gloves, antiseptic wipes, adherent tape, hypoallergenic plasters, bandages, portable ice packs, scissors etc.

Each staff member will carry a portable small first aid bag on them during yard duty that contains plasters, disposable gloves and antiseptic wipes.

A portable First Aid bag will be taken when going on any outing.

When injuries happen

- if a child suffers an injury it will be assessed by the adult nearest to the child
- all adults would be expected to deal with all instances of minor first aid
- disposable surgical gloves must be worn at all times
- a minor cut will be cleaned with an antiseptic wipe
- plasters to be used for bleeding that haven't stopped after applying pressure with antiseptic wipe and to keep the wound clean from infection
- an ice pack will be applied in the event of any injury to the head and face.
- in the event of an emergency, if an adult in school is concerned for the health and safety of the child following an injury, they must call 999 /112

Injury to the head and face

Any injury to the head and face (including eyes, nose, mouth and teeth) must be communicated to the parents of the child on the same day. In more serious circumstances, parents should be called to assess their child and to collaboratively determine the best course of action. A red wrist band will be applied to the child detailing the date, time and nature of the incident so that they may be monitored for the next 24 hours.

Informing parents and logging injuries

- parents will always be informed of injuries at pick-up or via email.

- where a child is very distressed or the injuries are significant, parents will be informed by phone and they may speak to the child if necessary.
- it is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses so that they may pass on accurate details to the parent and class teacher.

Record keeping

All accidents and injuries are recorded in the Accident Report Form. The report form is filled out by the teacher on supervision duty in consultation with any staff members present. The Accident Report Form lists the child's name, date and time of accident, witnesses, nature of injuries and brief description of the circumstance of the accident and procedures followed by staff etc.

More significant injuries, where a child had to go to the doctors/hospital, parents can access a copy of the Accident Report Form for the school's insurers if making a claim.

Dealing with common illnesses and infections

- Any child who suffers from diarrhea or vomiting during the school day will be required to be collected early.
- Any child who has suffered from diarrhea or vomiting must not return to school until they have been completely clear of symptoms for 48 hours.
- If a parent has informed us that a child has been found with live headlice they must inform the school office as soon as possible. A standard email regarding head lice and treatment will be sent to the class parents asking them to inspect their children's heads and to treat any infestation accordingly.
- The parents of any child suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the child. If it is unclear or we are uncertain of what the infection is, they will be asked to seek medical advice about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections or refer to our website www.stpn.ie under *School Life, Absence Attendance and Illness* for short synopsis by HSE.

Intimate care

Intimate Care is the attending to the needs of children who have wet or soiled themselves either by accident or due to medical or developmental reasons. In the incidence of soiling, parents may be asked to come to the school and will therefore be able to attend to any of the intimate needs of the child. However, if the parent is not available to attend then the following guidance should be followed:

- only a staff member to supervise or carry out intimate care.

- staff must ensure that another colleague is aware that a child's intimate care needs are being supported.
- in line with the school's Child Protection Policy, staff should aim to remain potentially visible to colleagues while providing privacy for the child for example keep the door slightly ajar.
- talk to the child while making clear what is happening. If necessary, a second adult can be summoned.
- the child should be involved as much as possible in his/her own intimate care.
- protective gloves must be worn. A supply of spare underwear and tracksuit bottoms will be kept in the infant classrooms. There are also some spare supplies kept in the secretary's office.
- care should be taken to dispose of any soiled wipes bagged and disposed directly into the main outside bin.
- soiled clothing should be placed in a plastic bag and tied firmly for returning to parents.
- every child must be treated with dignity and respect. Privacy to be ensured appropriate to the child's age and situation.
- allow the child to be as independent as possible, in particular when removing underwear. Support the children in doing all that they can for themselves.
- sanitary pads and clean underwear will be available to the senior classes.
- if a member of staff has concerns about managing personal or intimate care then they should make these known to the principal.

Ratification and communication

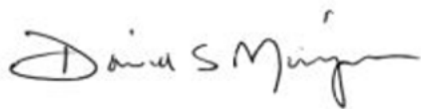
This policy was reviewed and ratified by the Board of Management in 2025. It is available to all the school's education partners on the school's website and in hard copy through the school office.

Implementation

This policy is officially implemented throughout the school, from the date of its ratification by the Board of Management.

Policy review

This policy is scheduled for review in September 2026, unless the Board of Management considers that a review is required at an earlier date. Co-ordination of the review is the responsibility of the SDP co-ordinator, in consultation with the principal. Those involved in review will include the Board of Management, the Principal, SDP co-ordinator, staff/ISM team, and parent representatives, and may include pupil input.



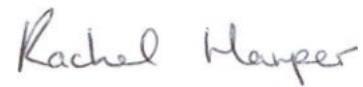
Signed: _____

Canon D Mungavin

Chairperson

Board of Management

Date: 28th April 2026



Signed: _____

R Harper



Principal

Date: 28th April 2026

Appendix 1



ST PATRICKS NATIONAL SCHOOL, GREYSTONES

Date	/	/	Time:	:	Class:					
Childs name:										
Location in School:										
Accident Details:										
Injury Type					Contact made		Front	Back		
										
Bump / Bruise	Cut / Graze	Nosebleed	Head injury	Asthma	EPIPEN	Email sent home	Informed on collection	Call Home	Child remains in school	Child sent home
Treatment administered:										
First Aider:							Class Teacher Signature:			
Slip completed by:							Parent Signature:			