



## **BORRISOKANE COMMUNITY COLLEGE**



## **First Aid Policy**



Policy Area	Schools
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## Mission Statement

We seek to promote a caring and committed school community which facilitates the education of our students and values each individual as a unique human being.

"Is ar scáth a chéile a mhairimid"

## Purpose

This policy ensures that every student, staff member, and visitor receives appropriate care in the event of an accident or sudden illness, in compliance with Irish legislation and best practice guidelines.

## Legal Framework

- Safety, Health and Welfare at Work Act 2005
- Children First: National Guidance for the Protection and Welfare of Children
- Health and Safety Authority (HSA) guidelines for schools
- GDPR requirements for data protection

## Aims

- Provide prompt and effective First Aid for minor injuries and illnesses.
- Identify and respond appropriately to serious injuries or medical emergencies.
- Ensure safe and consistent First Aid practices across the school.
- Maintain accurate records of accidents and injuries.
- Comply with all relevant health and safety regulations.

## Definitions

Minor Injury: Scrape, graze, bump, or small cut to arm, leg, or body.

Serious Injury: Any injury requiring further medical treatment, suspected fracture, or any head injury.

## First Aid Locations

- Staff Room
- Secretary's Office
- All Practical Classrooms
- Travel First Aid bags for off-site activities

The First Aid Coordinator is responsible for replenishing supplies and ensuring compliance with HSA standards. Teachers / coaches inform coordinator when the kit needs replenishing.

## AED Locations

Secretary's Office and PE Hall. Annual refresher training in AED use is available to all teachers who wish to participate.

## Contents of First Aid Kits

- Disposable gloves
- Ice packs
- Sterile saline pods
- Surgical tape
- Bandages
- Moist sterile wipes
- Dressings
- Scissors

## Procedures

### Minor Injuries

Staff member (wearing gloves) cleans wound using sterile wipes. Dispose of gloves and waste in sealed bags after treatment.

### Sprains or Suspected Fractures

Apply ice pack and/ or supports. Notify Parents/Guardians if further care is needed.

### Head Injuries

Always reported to school management. Student monitored and Parents/Guardians contacted immediately. Student does not return to physical activity until cleared by a medical professional. Parents advised to watch for concussion symptoms after leaving school.

### Serious Injury or Emergency

Teacher calls for assistance and contacts emergency services (dial 112 or 999). Management notified. Ambulance called if required. Parents/Guardians contacted promptly. A staff member accompanies the student to hospital if parents cannot arrive.

## Medication

Administered only in accordance with the Administration of Medication Policy and with prior written parental consent.

## Records

Accident Report Form completed for all serious injuries. Forms retained securely for seven years in compliance with GDPR. Records submitted to Tipperary ETB and stored in the school office.

## Health Information

Parents provide health/allergy details on enrolment and update as necessary. Relevant information shared with staff on a need-to-know basis.

## Staff Training

First Aid training, including CPR and AED use, is optional and organised through Tipperary ETB. AED refresher training is offered annually for teachers who wish to participate.

## Additional Safety Measures

Infection control: Handwashing after treatment; contaminated materials disposed of safely.

## Communication

Parents notified by phone for serious injuries and followed up with written confirmation if required.

## Policy Review

Reviewed every two years or after any significant incident.

## Adoption and Communication

The Board of Management adopted this policy at a meeting on **30 April 2026** and the policy is available on the school website.