

# Health & Safety Statement

October 2017

Policy Document



**St. Flannan's National School**

# Health & Safety Statement

## ST. FLANNAN'S NATIONAL SCHOOL

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed regularly or as outlined or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. The Board of Management Safety Officers shall, in conjunction with Health & Safety Officer, carry out a safety audit annually and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of St. Flannan's N.S., wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be opened safely in so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies, i.e. fire drill, shall be complied with and revised as necessary.
- ◆ The Board of Management will continually revise this statement as necessity arises, and shall be re-examined by the Board regularly.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ It is the duty of the Health & Safety Officer to monitor the Health & Safety procedures in the school.

The Board of Management of St. Flannan's N.S., recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of St. Flannan's N.S., undertakes to ensure that the provisions of the Safety, Health And Welfare Act 2005 are adhered to:

## Duties of Employees

It is the duty of every employee while at work:

- (a) to take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- (e) To report to the Board of Management in writing of any personal accident/injuries incurred at workplace. Accident Report form must also be completed.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health And Welfare At Work Act 2005).

## Consultation and Information

It is the policy of the Board of Management of St. Flannan's N.S., to display a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans. A designated Health & Safety Person will be appointed from the Board of Management.

## Fire

It is the policy of the Board of Management of St. Flannan's N.S., that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The Health & Safety Officer will ensure that fire drills shall take place each term.
- (iii) A Fire Procedure fact sheet and class roll list shall be kept in every class so all teachers know designated exits. (c/f Appendix 2)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Officer)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear and signage is fixed. P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) A plan of the school shows assembly points outside the school and plan of zones.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (x) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
- (xii) Demonstration of use of fire hydrants to be given to all new staff by Health & Safety Office at first Fire Drill of the year.

## Hazards

Hazards shall be divided into two categories. Those, which can be rectified, will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

A school audit and classroom audit will be carried out at the beginning and end of the school years to check hazards in the classroom and around the school. (c/f Appendix 1).

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Climbing frames
3. Gas tanks
4. Trailing leads
5. Typewriters, Computers
6. Guillotine

7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Excess Gravel on school yard
13. Protruding units and fittings
14. Flat roof of hall and flat roof of school
15. External store to be kept locked
16. Lawnmower
17. Slabs around perimeter of school
18. Garden stores
19. Icy surfaces on a cold day
20. Mats in hall and at exit doors
21. Windows opening out
22. OT/Sensory room equipment
23. Portable goal posts

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document).:

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to it's provisions.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Special Duties Teacher for PE will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition – (PE equipment checked annually by Ms O'Loughlin – Special Duties Teacher). Mats at entry / exit points are replaced if uneven.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative. (c/f Appendix for Audit Check List).
- (l) Check that wooden beams, benches etc. Are free from splinters and generally sound (Deputy Principal.
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use. Principal).
- (n) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (p) Teachers check that manholes are safe.
- (q) Check that all play areas, especially playgrounds, are kept clean and free from glass before use.
- (r) Check that outside lighting works and is sufficient. Board of Management.
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside and away from school building. Caretaker.
- (u) Salt is spread on paths when bad forecast of ice is due – where possible.
- (v) c/f Appendix 1 – for Classroom Audit to be carried out bi-annually.
- (w) OT/Sensory Room maintenance carried out when/where necessary.
- (x) When using portable goal posts – teacher must ensure pins are used to pin down the goal so they remain stationary and safe while in use.

## Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of St. Flannan's N.S., that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

## Electrical Appliances

If necessary electrical appliances will be checked in school equipment audit. Arrangements will be made for appliances to be checked by a competent person (ie) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the health and Safety Authority.

## Chemicals

It is the policy of the Board of Management of St. Flannan's N.S., that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. This is clearly signed and has adult only access. (Staff only). C/f Medication Administration Policy in Substance Use Policy.

## Drugs and Medication

### c/f Administration of Medication Policy Appendix 4

It is the policy of the Board of Management of St. Flannan's N.S., that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel. – c/f Diabetes Policy Appendix 4b, Anaphylaxis Emergency Plan Appendix 4c

## Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff-room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

## Highly Polished Floors

It is the policy of the Board of Management of St. Flannan's N.S., that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be

used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, staff and pupils shall be told to exercise caution. The Health & Safety Officer will establish a rota to maintain dry surfaces due to wet weather and condensation. Staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

## Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/Health & Safety Officer so that it may be immediately removed.

## Visual Display Units

It is the policy of the Board of Management of St. Flannan's N.S., that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

## Infectious Diseases

It is the policy of the Board of Management of St. Flannan's N.S., that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste. Each toilet area will display a hand washing poster. In the case of infectious disease reported to school all children/staff will be notified.

## First Aid

It is the policy of the Board of Management of St. Flannan's N.S., that a member of staff shall be trained to provide First Aid to staff and pupils.

- (1) Procedures for administering first aid on yard and recording procedures, sports events, school outings. (c/f Appendix 5)
- (2) Notices are posted in office detailing:
  - procedure of calling ambulances etc....,
  - telephone numbers of local Doctor, Gardaí, Hospital, Dentist.
- (3) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported and noted in an incident book immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

The Health & Safety Officer will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing: c/f Appendix 3.

Disposable gloves must be used at all times in administering First Aid

## Manual Handling

To avoid accidents all employees should be reminded:

1. that is an object is too heavy – obtain assistance
2. to remove obstructions before lifting and clear a space where the load is to be set down
3. to bend the knees to a crouching position with the back straight but not necessarily vertical

4. to use a firm grip with the palm of the hand and the roots of the fingers – using the finger tips means more effort and more chance of dropping the object.
5. to keep the arms close to the body so that the body takes the weight rather than the fingers, wrist and the arm
6. to use gloves when handling sharp or slippery objects
7. to use mechanical aids if they are available and suitable.
8. Staff have had manual handling instruction in 2014 and will renew if circumstances change.
9. Goal Posts – Pins are to be used to make portable goals more steadfast. Class teacher to ensure these are in place before training/games and removed afterwards and returned to the school.

## Out of School Activities

On any activities where the children are leaving the school the teacher will make provision for adult help and supervision, suitable clothing, footwear, insurance and transport. Any children on medication or needing assistance must also be provided for.

## Access To School

**(please refer to Child Protection Policy – Visitors to the School)**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

## Collecting Children

- (1) As part of the Enrolment Policy each parent will be informed of starting/finishing times of school thus parents are clearly aware of what times children are supervised.
- (2) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (3) Cars are advised to drive slowly around school grounds when collecting children.
- (4) Those parking outside the school grounds are advised to accompany children to and from the school premises.

## Suaimehneas – A.S.D. Unit

All of the issues outlined in the general “Safety Statement” apply to the pupils, staff and all other users of the ASD Unit. In addition each child in the ASD Unit has a personal Special Needs Assistant who has a duty to ensure the health and safety of the child in her care.

## Revision Of This Safety Statement

This statement shall be regularly revised by the Board Of Management of St. Flannan’s N.S., in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority. Reviewed October 2017.

All staff will sign Health & Safety statement at the annual review c/f Appendix 6.

Signed on behalf of the Board of Management:

Chairman:\_\_\_\_\_ Date:\_\_\_\_\_

Principal:\_\_\_\_\_ Date:\_\_\_\_\_

Safety Officer:\_\_\_\_\_ Date:\_\_\_\_\_  
Tanya Carroll (Special Duties Teacher)

Safety Officer:\_\_\_\_\_ Date:\_\_\_\_\_  
Nominee of staff





# St. Flannan's National School, Inagh, Co. Clare.

## Policy statement in accordance with the Safety, Health And Welfare At Work Act 1989

### Members of the Board of Management:

Chairman: Don Foynes

Board Members: Don Foynes, Michael O'Connor, Paul Queally, Caroline McGeary, Tanya Carroll, Noel Brennan, Claire Mescall, Tara McEnery.

Safety Officer: Tanya Carroll

Staff Nominee: Tanya Carroll

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare Act at Work Act 1989

**CLASSROOM AUDIT**

- Aisles
  - clear of school bags, coats, etc. ☐
  - doorway and fire exit kept clear at all times ☐
- Shelves
  - Items stacked not too high that they may topple ☐
- Coat Hangers
  - Broken hangers reported to be replaced ☐
- Spillages
  - To be cleared immediately ☐
- Electrical Equipment
  - Operated with care ☐
  - Leads to be kept clear at all times ☐
  - Check electrical equipment for any fault in class audit ☐
  - Laptop trolley to be moved with adult supervision ☐
- Chemicals/Detergents
  - Stored under lock and key in storage where no child has access ☐
- Fire Exits
  - Clearly signed and kept clear. Fire Drill Class List visible beside Fire Exit ☐

# Fire Drill Procedure

- Fire drill lists hanging beside fire exit door in classroom.
- Designated Health & Safety Officer rings bell automated bell.
- Child nearest door opens and all children walk out in shoes on them towards rear of building.
- Last person out closes the door.
- Teacher in class takes Fire Drill List from the wall to do roll call when assembled (including other staff in class)
- Go to designated assembly in school yard.
- Staff/children with other teachers exit with that teacher.
- Children on corridor at time of fire alarm exit at nearest fire exit.
- Staff/children upstairs when fire alarm sounds exit by nearest door.
- Class teacher report to Health & Safety Officer after roll call.
- School Secretary brings phone and alerts Fire Brigade.
- Health & Safety Officer reports to Fire Brigade.
- Fire Drill recorded and dated on Fire Drill Calendar.
- Fire Drill class lists must be returned to place beside fire exit door in classroom and updated when necessary.

**First Aid Kit (11-25 persons)**

Guide to the Safety, Health and Welfare at Work (General Applications) Regulations 2007.  
Chapter 2 of Part 7: First Aid.

- |  |                                |
|--|--------------------------------|
| • Latex gloves                               | 10 pairs                       |
| • Adhesive plasters                          | 20                             |
| • Triangular bandages                        | 6 – folded for use             |
| • Sterile wound dressings                    | 2 medium / 6large / 3 ex large |
| • Conforming bandages                        | 2                              |
| • Sterile dressings                          | 4 medium / large               |
| • Sterile eye pads                           | 2                              |
| • Safety pins                                | 6                              |
| • Crepe bandages                             | 2                              |
| • Paramedic shears                           | 1                              |
| • Water based burn dressing                  | 1 small / 1 medium             |
| • Individual antiseptic wipes                | 20                             |
| • Face shield / pocket face mask             | 1 for CPR                      |
| • Sterile water where no clear running water | 2 x 500 ml                     |

## Administration of Medication to a child

As a general rule teachers/SNA will not be involved in the administration of medication to pupils, our preference is that the parent of the child will administer the medication. In circumstances, where a teacher/SNA agrees to become involved in the administration of medication, it is the policy of the school that

- ❖ Parent(s)/Guardian(s) of the pupil concerned must supply in advance, a letter and a copy of authorisation from the child's G.P confirming that it is in order, for the nominated and alternative administrator to administer the child's medication.
- ❖ The Parent(s)/Guardian(s) of the pupil concerned must complete a consent form, a copy of which will be retained by the Board of Management, to authorise the nominated or alternative person to administer the medication. Where the nominated administrator is absent an alternative administrator named on the consent form may administer the medication.
- ❖ The consent form must contain written instructions on the procedure to be followed in administering the medication. Parent(s)/Guardians must agree to meet annually with their child, the nominated and alternative administrator. Parent(s)/Guardian(s) must administer the medication in the presence of both administrators as an example.
- ❖ In administering the medication to pupils, administrators should exercise the standard of care of a reasonable parent.
- ❖ The Board of Management and teachers must be indemnified in respect of any liability that may arise regarding the administration of the medication. Parent(s)/Guardian(s) must sign the Indemnity Form. (Appendix A)
- ❖ It is the responsibility of the Parent(s)/Guardian(s) to advise the nominated and alternative administrators and the BOM in writing of any change in the administration of medication or any change in the child's condition that would effect the administration of medication. Further more it is the responsibility of the parents to supply medication and to keep supplies up to the required level.
- ❖ Medication will be stored in a secure area away from other children.
- ❖ For all out of school activities eg matches, school tours, medication will be held by designated person or parent.
- ❖ For School Plan on Management of Children with Diabetes see Appendix 4B (i), (ii), (iii)
- ❖ For School Plan on Management of Children with Anaphylaxis see Appendix 4C (i), (iii)

This policy document was drafted at a planning evening in the school on Wednesday April 28<sup>th</sup> , reviewed in October 2017 and ratified by the Board of Management at a meeting at the school on 27<sup>th</sup> November 2017.

# St Flannan's National School

## Authorisation of Medication to Pupils.

**I/We the parent(s) of** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**request the permission of the Board of Management to allow**  
\_\_\_\_\_ (administrator) \_\_\_\_\_ (alternative administrator)

**administer medication for** \_\_\_\_\_

**Details of Medication to be administered** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Procedure to be followed in administering the medication** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please detail an adverse reaction to the medication in the past or any adverse or other known reaction to the medication** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I/We** \_\_\_\_\_ **(Mother)/(Guardian)**

\_\_\_\_\_ **(Father)/(Guardian)**

**indemnify the Board of Management, its members and the Staff in respect of any liability that may arise regarding the administration of his medication.**

**Dated this on** \_\_\_\_\_

**SCHOOL PLAN FOR MANAGEMENT OF  
CHILDREN WITH DIABETES**

Ms. Maria Conroy, Diabetic Nurse with the HSE based at UCHG advised the school staff on 9<sup>th</sup> September 2008 on Diabetic condition and school management of same.

Appendix 4B(i) Contains information pack given to use

Appendix 4B(ii) Emergency Plan

Appendix 4B(iii) Diabetic Child and Sickness

## EMERGENCY PLAN

**Signs** to be aware of for hypoglycaemia (hypo) these are warning signs:

- Hunger
- Sweating
- Drowsiness
- Glazed eyes
- Palour
- Trembling
- Shakiness
- Headache
- Lack of concentration
- Mood changes – NB angry/aggressive

### Treatment

- Do not leave child alone
- Go to Diabetic box
- Give child 1/3 glass of Lucozade **or** ½ glass of mineral drink **or** glass of fruit juice

This will give 15 minutes recovery.

### Next

- Contact parents
- After 15 minutes if parents are not here give another drink as above and 2 digestive biscuits.

Always have the child in the class.

If the child goes **unconscious** in a 'Hypo'

- Do not leave the child alone.
- Do not give them anything orally.
- Place them in the recovery position or turn them on their side with their head tilted back.
- Call an Ambulance **999** inform them the child has diabetes and is unconscious.
- Call the parents (insert number of child in your class) 0\_\_\_\_\_
- Leave the child in the recovery position with jacket under head – keep other children away.

**Diabetic Box must always be brought with you – swimming, school trips or anywhere outside school building.**



## **DIABETIC CHILD AND SICKNESS**

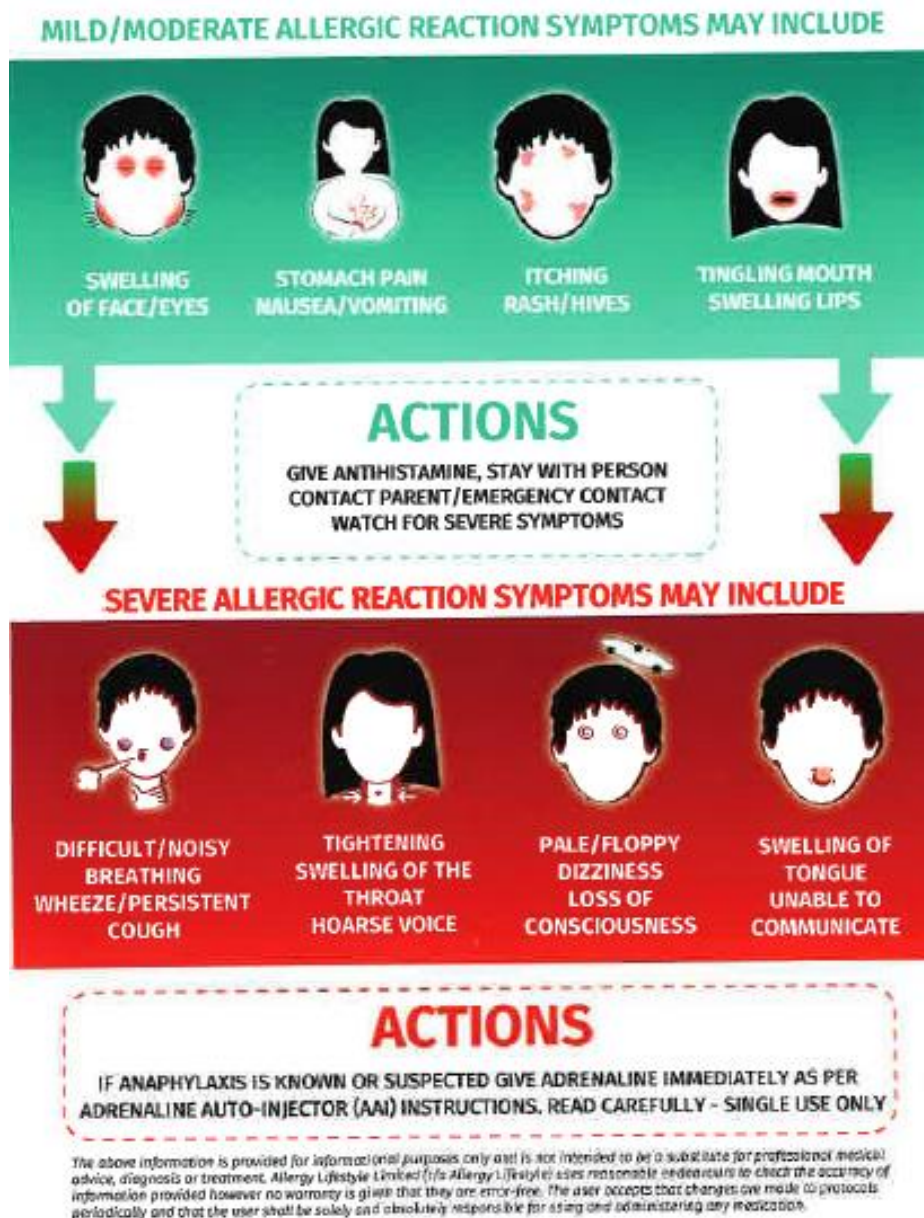
If the child complains of being unwell or is observed as being thirsty and using the toilets a lot or if child vomits take the following steps:-

- Sip a sugary drink in the class
- Phone Parents
- If they continue to vomit call an ambulance

**Diabetic Box must always be brought with you – swimming, school trips or anywhere outside school building**

## SCHOOL PLAN FOR MANAGEMENT OF CHILDREN WITH ANAPHYLAXIS

Signs to be aware of mild/moderate:



## Treatment

### Epipen®



**1**

Needle End

Remove Blue safety cap



**2**

Swing and firmly push orange tip against mid-outer thigh. Listen for Click. Can give through clothes



**3**

10 SECONDS

Hold firmly against thigh for 10 seconds



**4**

10 SECONDS

Massage injection site for 10 seconds

### After Adrenaline Given

#### Next Steps



Note time Adrenaline Auto-Injector was given



Lie patient flat, legs raised.  
If vomiting lie on side. If breathing difficult allow to sit. Do not allow to stand or walk



Call ambulance, state Anaphylaxis (pronounced "ANA-FIL-AX-IS")



Call parents or Emergency Contact



If no improvement or deterioration in condition give 2nd pen after 5 mins



If wheezy/asthmatic give inhaler via spacer if available

\*The information provided is for informational purposes only and is not intended to be a substitute for professional medical advice, diagnosis or treatment. Allergy Lifestyle Limited (t/a Allergy Lifestyle) uses reasonable endeavours to check the accuracy of information provided however no warranty is given that they are error-free. The user accepts that changes are made to protocols periodically and that the user shall be solely and absolutely responsible for using and administering any medication.

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**Allergy Lifestyle**

- Always have/bring Epipen in classroom, on yard, swimming trips and any school trip outside of building.
- Check date and alert parents when new Epipen required.

## First Aid Procedures

### Yard

- First Aid Kit is to be left on the window of the SEN Classroom facing school yard.
- Each SNA, Tanya Carroll and Clare Moroney are certified first aiders.
- If there is an incident on the yard Tanya, Clare or an SNA tend to child.
- If treatment is needed they should be taken to the Suaimhneas Junior Classroom.
- If being attended to by an SNA she should notify another SNA and teacher of her charge.
- Cuts and grazes – run under cold water and apply plaster if still bleeding.
- Anything more serious should be treated in accordance to First Aid training.
- All incidents are recorded in the School Yard Diary very simply by the teacher on yard. (Name of child, date, incident, treatment) for Minor incidents.
- Serious incidents should be recorded by filling out an Accident Report form by the person who treated the incident. A note referring to the Accident Report Form should be put in the School Yard Diary.
- First Aid Kit to be updated by the Health & Safety Officer.
- School Yard Diary be circulated after lunch to each class teacher involved – so the parents can be informed about incident to class teacher to write into journal and returned to First Aid.

### Sports Kit

- First Aid Kit
- First Aid Kit is to be brought for all games or down to the pitch.
- Ensure that any child with a medical condition has their medication and give it to you e.g. asthma inhalers, diabetic box, anaphylactic shock.
- Each SNA, Tanya Carroll and Clare Moroney are certified first aiders.
- Child should be treated by a qualified First Aider if possible.
- Cuts and grazes – run under cold water and apply plaster if still bleeding.
- Anything more serious should be treated in accordance to First Aid training.
- All incidents are recorded in the Sports Kit Diary very simply by the teacher. (Name of child, date, incident, treatment) for Minor incidents.
- Serious incidents should be recorded by filling out an Accident Report form by the person who treated the incident. A note referring to the Accident Report Form should be put in the Sports Kit Diary.
- First Aid Kit to be updated by the Health & Safety Officer.
- Teacher with team should forward the Sports Kit Diary to class teacher to write into journal.
- Procedure for Emergency – treat patient, ring for ambulance – call parent.

## Morning Supervision

- First Aid Kit is to be left on the window of the SEN Classroom facing school yard.
- Each SNA, Tanya Carroll and Clare Moroney are certified first aiders.
- If there is an incident on the yard Tanya, Clare or an SNA tend to child.
- If treatment is needed they should be taken to the SEN Classroom facing school yard.
- If being attended to by an SNA she should notify another SNA of her charge.
- Cuts and grazes – run under cold water and apply plaster if still bleeding.
- Anything more serious should be treated in accordance to First Aid training.
- All incidents are recorded in the School Yard Diary very simply by the Principal. (Name of child, date, incident, treatment) for Minor incidents.
- Serious incidents should be recorded by filling out an Accident Report form by the person who treated the incident. A note referring to the Accident Report Form should be put in the School Yard Diary.
- First Aid Kit to be updated by the Health & Safety Officer.

## Day Trips

- Portable First Aid Kit to be taken on all Day Trips. It should include Day Trips Incidents Diary and plastic bags for children feeling sick while travelling.
- The Parent Contact List should be taken on all away trips. This is available in the office and staff and next of kin.
- Ensure that any child with a medical condition has their medication and give it to you e.g. asthma inhalers, diabetic box, anaphylactic shock. This medication should be with the teacher at all times (do not leave on bus).
- Each SNA, Tanya Carroll and Clare Moroney are certified first aiders.
- Child should be treated by a qualified First Aider if possible.
- If being attended to by an SNA she should notify another SNA of her charge.
- Cuts and grazes – run under cold water and apply plaster if still bleeding.
- Anything more serious should be treated in accordance to First Aid training.
- All incidents are recorded in the Day Trips Incidents Diary very simply by the teacher. (Name of child, date, incident, treatment) for Minor incidents.
- Serious incidents should be recorded by filling out an Accident Report form by the teacher on their return to school. A note referring to the Accident Report Form should be put in the Day Trips Incidents Diary.
- First Aid Kit to be updated by the Health & Safety Officer.
- Teacher on day trip to send School Yard Diary to class teacher to write into journal or inform parent on collection.
- Infant teacher may need to bring a change of clothes in case of toileting accidents.

## HEALTH & SAFETY STATEMENT

We have read and accepted the Health & Safety Statement for St Flannan's National School, Inagh.

School Year: \_\_\_\_\_

[illegible]

### RED CARD ALERT

Each teacher, principal and secretary will have a red card in their room in case of emergency. This is the procedure

Students trained/role model and practice

- Take card go to teacher next door
- If no teacher there go to Secretary
- If no Secretary find another teacher

Students in receiving class – practice/train

- What receiving class to do if red card alert
  - Teigh a chodladh – read - ....

Teacher may have to alert first aid or remove children from class