



College Guideline

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Author:	Principal

Accidents and First Aid Guideline

This policy provides a process for those employed by or attending school at Mount St Bernard College to manage accidents and first aid. At Mount St Bernard College (MSB), First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening conditions and where necessary, obtain medical assistance or refer the casualty to hospital as quickly as possible. The three main aims of First Aid are to:

- Preserve life
- Prevent further injury
- Promote recovery

Policy

The college's arrangements for providing First Aid will:

- place a duty on the Principal to approve, implement and review the First Aid policy;
- report and record accidents using relevant procedures;
- record all occasions when First Aid is administered to employees, pupils and visitors;
- provide equipment and materials to provide First Aid treatment;
- make arrangements with Education Authority to provide First Aid training to employees, maintain records of training and review annually;
- establish a procedure for managing accidents in school which requires First Aid treatment;
- provide information to employees on the arrangements for First Aid;
- undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- ensure that signs are displayed throughout the school providing the names of employees with First Aid qualifications and the location of the First Aid Boxes;
- provide all members of staff with the School's First Aid Policy;
- notify parent/guardian that first aid treatment was given to the student.

Process

Role of the Principal:

The Principal will ensure that the First Aid Policy is implemented and regularly reviewed. The Principal will be supported by the Deputy Principals and the Wellbeing Team in the updating of policy and practice. The Principal will inform all employees at the school of the following: -

- the arrangements for recording and reporting of accidents;
- the arrangements for First Aid;
- those employees who are qualified First Aiders;
- the location of the First Aid Kits.

In addition, the Principal will ensure that signs are displayed throughout the School providing the following information:-

- the names of employees with First Aid qualifications;
- their room number or extension number;
- location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Role of the Deputy Principal and Wellbeing Team:

The Deputy Principal and Wellbeing Team will:

- make arrangements with relevant agencies to provide First Aid training to employees,
- maintain records of training and review annually;
- establish a procedure for managing accidents in school which requires First Aid treatment;
- provide information to employees on the arrangements for First Aid;
- undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for students with particular medical needs; and
- liaise with the School Health Team via the designated Health Nurse to draw up Medical Care Plans.

Role of the College Nurse and First Aiders:

The College Nurse/First Aiders will:

- notify parents/guardians and Boarding Supervisors in charge if residential student, that first aid treatment was given to their child;
- notify the Principal/senior member of staff if an ambulance has to be called and ensure that it is logged;
- report and record all accidents using the relevant procedures and forms;
- record details of all incidents they are called to attend, as First Aiders, on a form contained within a First Aid Record Book;
- all forms will be retained in the First Aid File;
- all forms will be reviewed by Pastoral Team (Junior School/Senior School) on a weekly basis;
- an overview of First Aid cases will be presented to the OH&S Committee on an annual basis.

Role of Staff in Charge of Excursions/Camps:

The Staff in charge of excursions/camps will:

- complete the appropriate documentation for educational visits/off-site activities in line with School policy;
- before undertaking any off-site activities, the level of First Aid provision will be assessed by a Risk Assessment completed by the teacher in charge of the activity and forwarded to the Principal/Deputy Principal for approval. At least one First Aid Kit will be taken on any offsite activity.

Role of Staff:

The Staff will:

- ensure that individuals are not placed at risk;
- ensure that First Aiders are called at all times when there are concerns about a student or member of staff's health (staff not trained in First Aid should not provide treatment);
- record accidents using relevant School forms and procedures.

Role of Office Manager:

The Office Manager will:

- record the submitted Accident/Incident Report in WSS, store copies of all First Aid forms and retain a copy of a current First Aid book in the Administration Office of each site.

Procedure

Care Plans and Medical Needs:

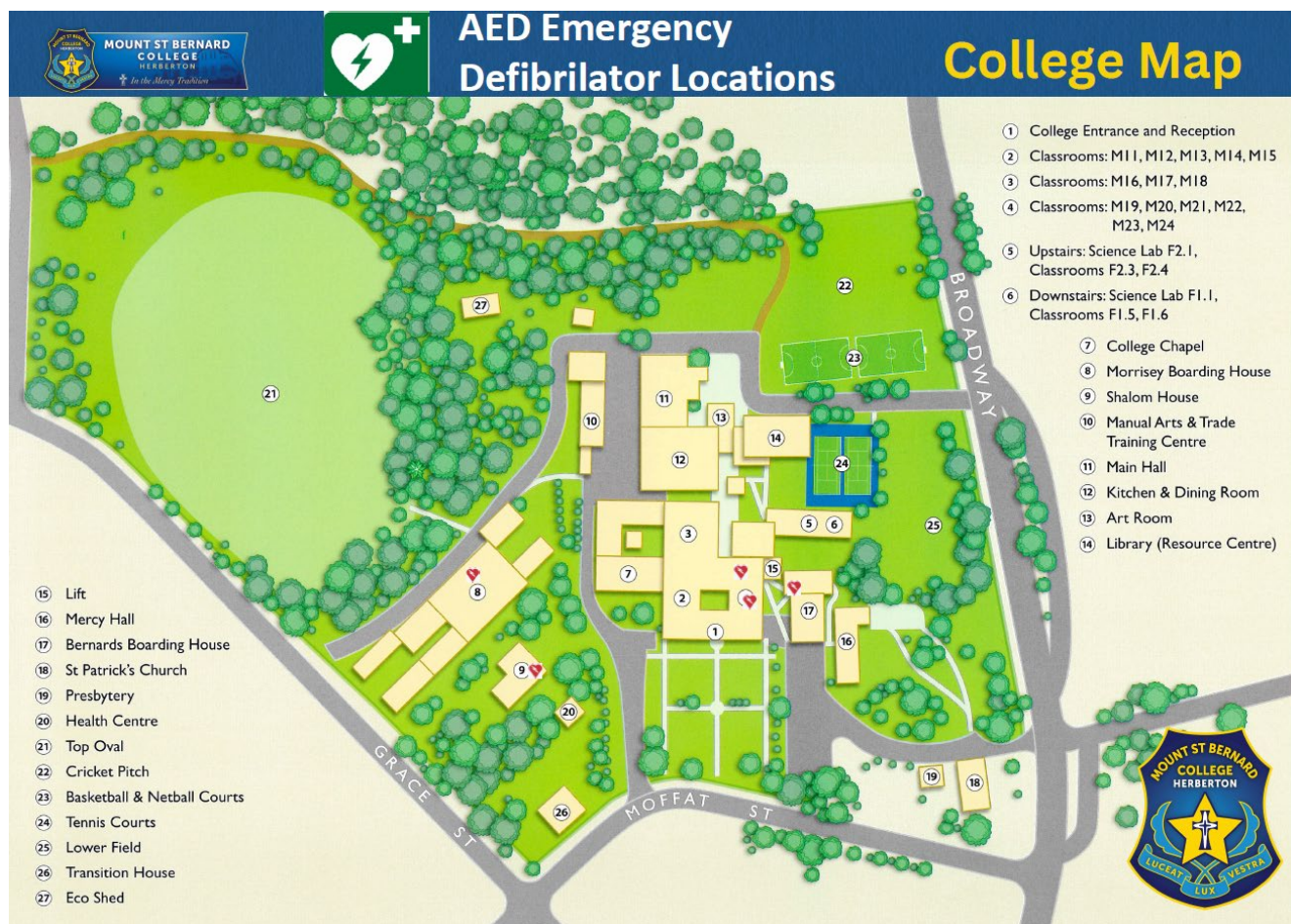
Care plans are displayed in the staff room and Dining Hall kitchen for those pupils with allergies or a particular medical condition. Care Plans are linked to individual Pupil Profiles on eMinerva/ENGAGE. Medicines are stored in the Health Centre on each of the sites for boarders and in a locked cupboard in Student Reception for day students. First Aiders will also have First Aid kits at their disposal. A register of pupil medical needs is made available to staff.

Arrangements for First Aid:

The school will provide materials, equipment and facilities to provide First Aid. The location of the First Aid Kits in the school are:

- Health Centre and Student Reception
- each First Aider will be supplied with a First Aid Kit

MSB has five defibrillators. These are located in the Health Centre, Bernard's and Morrissey Residential Dorm, Student Reception, and at the Mercy Building side entrance door adjacent to Student Reception.



Calling an Ambulance:

- seek advice from the College nurse;
- call 000 and specify exact location, incident (name/injury) and follow advice given by 000 responders;
- stay with student/staff/visitor until the ambulance arrives;
- contact the Office Manager so that the family can be advised that an ambulance has been called;
- complete an accident/incident form, including collecting witness statements and submit this to the Office Manager.

Accidents involving a Bump to the Head:

The consequence of an injury from an accident involving a bump or blow to the head is not always evident immediately and the effects may only become noticeable after a period of time. All school staff or staff from external agencies who are brought into school to deliver sporting activities are aware of the dangers of head injuries and of the symptoms and risks associated with Concussion and Second Impact Syndrome. The Pocket Concussion Recognition Tool is displayed and used in school to identify the signs of concussion and what symptoms are “red flags” and require immediate medical attention. All concussions will be dealt with as serious injuries.

The parent of any student who is involved in an accident where there is a bump or blow to the student’s head will be contacted since the consequence of such an injury is not always evident immediately and the effects may only become noticeable after a period of time. Where emergency treatment is not required, parents will be informed and advised to collect the pupil from school. A ‘Head Bump/Injury’ letter will be sent home to the parent/guardian.

Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults



FIFA®



FEI

RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground / Slow to get up
- Unsteady on feet / Balance problems or falling over / Incoordination
- Grabbing / Clutching of head
- Dazed, blank or vacant look
- Confused / Not aware of plays or events

2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- | | |
|--------------------------|----------------------------|
| - Loss of consciousness | - Headache |
| - Seizure or convulsion | - Dizziness |
| - Balance problems | - Confusion |
| - Nausea or vomiting | - Feeling slowed down |
| - Drowsiness | - "Pressure in head" |
| - More emotional | - Blurred vision |
| - Irritability | - Sensitivity to light |
| - Sadness | - Amnesia |
| - Fatigue or low energy | - Feeling like "in a fog" |
| - Nervous or anxious | - Neck Pain |
| - "Don't feel right" | - Sensitivity to noise |
| - Difficulty remembering | - Difficulty concentrating |

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3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

RED FLAGS

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- | | |
|--|-----------------------------------|
| - Athlete complains of neck pain | - Deteriorating conscious state |
| - Increasing confusion or irritability | - Severe or increasing headache |
| - Repeated vomiting | - <u>Unusual behaviour</u> change |
| - Seizure or convulsion | - Double vision |
| - Weakness or tingling / burning in arms or legs | |

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

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See also (Related Policies and Guidelines)

Policies:

- Student Code of Conduct