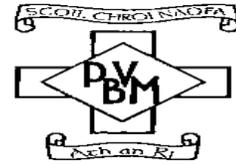


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HEALTH & SAFETY POLICY

INTRODUCTION

This policy was drawn up as a result of consultation between the Principal, staff and members of the Board of Management of Scoil Chroí Naofa.

RATIONALE

This document has been prepared in compliance with Section 39 of the Safety in Industry Act 1980 and Safety, Health and Welfare at Work Act 1989 & 2005. It is also informed by the Guidelines on Managing Safety, Health and Welfare in Primary Schools published by the HSA in collaboration with the Kilkenny Education Centre which are derived from previous guidelines devised by the HSA in partnership with the DES.

RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL

Scoil Chroí Naofa is a Presentation Primary School. As a Catholic School, we endorse the Catholic ethos. We are a Christian group of pupils, parents, staff and management who share a similar vision. We live out the Christian message by handing on the faith and Christian values. We cherish our pupils equally and recognising the uniqueness of each child, we work together so they may all reach their potential in all areas of the curriculum.

VISION STATEMENT

Inspired by the vision of Nano Nagle, Foundress of the Presentation Order, the staff in Scoil Chroí Naofa aim to:

1. Acknowledge and respect the dignity, uniqueness and individual needs of our pupils and in doing so, develop the whole child, physically, intellectually, emotionally, creatively, spiritually and socially
2. Be caring, fair and committed to the best interests of our pupils and seek to motivate, inspire and celebrate effort and success.
3. Enable each child to learn and develop in a happy, safe, stimulating and mutually respectful environment.
4. Establish a learning environment where pupils are active agents in the learning process and instil in them an interest in and love of learning
5. Develop each child as a social, literate and digitally responsible being who lives and co-operates generously with others and so contributes to the good of society.

MISSION STATEMENT

The Board of Management, Staff and Parents of Scoil Chroí Naofa are committed to:

1. Providing a broad and balanced curriculum that is holistic in its approach thus enabling each student to achieve their full potential
2. Continuing to provide Catholic Education and spiritual development enabling our pupils to celebrate the Christian vision of life.
3. Being a positive influence in the lives of our pupils, by exercising good professional judgement and by showing empathy in our practice
4. Being inclusive and welcoming of children from diverse, cultural and religious backgrounds
5. Cultivating positive relationships with pupils, colleagues, parents and the wider school community

6. Communicating effectively with pupils, colleagues, parents and the wider school community in a manner that is professional, collaborative, supportive, and based on trust and respect
7. Working in a collaborative manner in the interest of sharing, developing and supporting good practice and providing the highest quality of educational experiences for our pupils
8. Being committed to continuous professional development and reflecting on and critically evaluating our practice in order to ensure best practice
9. Being connected to our local community and being supportive of local initiatives
10. An cultúr agus an teanga gaelach a chothú agus a úsáid

BOARD OF MANAGEMENT PHILOSOPHY

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct manage and achieve the Safety, Health and Welfare at Work of every employee and visitor alike. The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining Safety, Health and Welfare in the workplace and for behaviour which does not jeopardise the individuals personal Safety, Health and Welfare or that of others.

SAFETY ORGANISATIONS

Safety is a line management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Principal is responsible for overseeing the safety provisions on behalf of the school. She monitors safety generally and the operation of safety procedures. She ensures that each employee obtains and becomes familiar with its contents. The teacher representative on the Board of Management is the Health and Safety Officer. They both are consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

An **employer** is required by law to protect the safety, health and welfare of her employees. Her main **duties and responsibilities** are as follows:-

- ♦ Provide and maintain a workplace that is safe
- ♦ To do likewise for all machinery and equipment etc.
- ♦ Manage work activities to ensure the safety, health and welfare of employees
- ♦ To ensure that risks are assessed
- ♦ To ensure a safety statement is prepared and updated
- ♦ Provide and maintain decent welfare facilities for employees
- ♦ Prepare and update procedures to deal with an emergency situation
 - Provide training and information to workers in a format and language that is appropriate. The Caretaker attended the FAS Safepass Course.
 - Mrs Devally attended a Manual Handling Course in 2009.
 - The staff attended a workshop on the different types of fire extinguishers and how to use them presented by Billy Henderson Fire & Safety Ltd in November 2013. Please see appendices 4 & 5.
 - The staff received First Aid training in 2009 by a member of Malta. In 2015 all staff attended an in-school First Aid Course presented by Seamus Sinnott from Sinnott Training and Certification Ltd at STAC. Please see appendix
- ♦ Make a report to the HSA in the case of an employee sustaining an injury at work and being absent from school in excess of three calendar days, not including the date of the accident
- ♦ Staff have been made aware that the nearest defibrillator is located in the Petrol Station across from the school gates.

GENERAL SAFETY

This policy is linked to the Child Safeguarding Statement and all the curricular and administrative/organisational policies. The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:-

- a) Observing the general rules of safety.
- b) Using all plant, machinery and equipment in a safe and proper manner.
- c) Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
- d) Keeping work areas clean and tidy at all times.
- e) Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times.
- f) Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

WELFARE

Members of staff and trainee teachers are reminded that:-

- ♦ Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.
- ♦ Staff 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 instant dismissal.
- ♦ A pregnant staff member can choose to do duty inside rather than outside.
- ♦ Staff are informed annually of the Carecall service for Teachers, SNAs and their families. In the present climate, many people are experiencing difficulties in their personal and professional lives, which can be overwhelming and impact on peoples' ability to deal with life. Carecall provides free, confidential and immediate 24 hour one-to-one support with a professional counsellor. Contact 1800411057.

DUTIES OF EMPLOYEES

Employees have legal duties designed to protect them and those they work with. The **duties** of every employee while at work are-

- ♦ To co-operate with the employer or other people to ensure that health and safety is implemented.
- ♦ To not engage in improper conduct that will endanger him/her or anyone else
- ♦ To correctly use all equipment at work
- ♦ To use gloves when giving first aid
- ♦ To report any dangerous practices or situation
- ♦ Not to interfere or misuse any safety equipment in the workplace

DUTIES OF PARENTS

- ♦ Parents are requested to make an appointment instead of coming in spontaneously so that the class teacher is not in the position where he/she cannot properly supervise his/her class
- ♦ Parents will not be allowed to collect their children from the yard during break time but they are required to report to the office first. Parents will be advised to collect children before or after yard break
- ♦ Parents will be asked to send a note to the teacher or ring the school if a different person will be collecting their child.
- ♦ Parents / minders will be requested not to obstruct the shelter on wet days and also not to take children from the line while they are walking to the shelter so that the class teacher is aware of who has collected each child in his/her care
- ♦ Parents are not permitted to upload photos or videos taken at school events to websites where material can be viewed by others.

- ♦ Parents are reminded each year to follow our Safe System on entering and leaving the school (see attached appendix)
- ♦ As some children have a *severe nut allergy*, parents are requested to provide their child with fruit/veg for first break
- ♦ If a lot of children need transport to an event a bus will be ordered. If a small number of children need transport to an event the onus will be put on parents to bring their children and other children if they so desire

INFORMATION TECHNOLOGY

- ♦ Our school envisages that videos or photographs taken by parents during school events such as the Christmas Concert will be purely for personal family and recreational purposes. The school will forewarn parents before school events that they are permitted to take videos and photos for private use only and content must not be uploaded to any social media websites such as Facebook where it can be viewed by others
- ♦ Pictures of children posted to the school website are accompanied by the child's first name only

HAZARDS & PRECAUTIONS

CLASSROOM:

- ♦ Running is forbidden.
- ♦ Teachers make children aware of how fingers may get caught in doors.
- ♦ Broken glass is removed and window glass replaced as quickly as possible
- ♦ Children are forbidden to play their musical instruments during recreation. They are only allowed to take out their instruments under the supervision of a teacher.
- ♦ Objects such as glue, tippex, scissors and adhesives are used in the presence of a teacher.
- ♦ Children are forbidden to do any craft activity unless supervised by a teacher.
- ♦ Children are not allowed to stand on chairs unless the teacher instructs them to do so.
- ♦ Children are reminded to carry their chairs properly back and forth from the lunch area.
- ♦ Faulty furniture is repaired regularly by the caretaker
- ♦ Before staff lock doors, toilets and classroom will be checked for children
- ♦ In the event of a fire drill, staff check toilets also for children

HALL:

- ♦ Surface of floor is kept dry, clean and free from obstruction.
- ♦ During P.E. classes children are make aware of the pillars.
- ♦ Pillars have been safely padded in the hall
- ♦ Gym equipment is used only under the supervision of a teacher.
- ♦ Benches will be stacked carefully, where the larger benches are stored at the base.
- ♦ Runners are required for P.E.
- ♦ The front fire safety doors are kept locked from the outside during the school day except for the door at the new reception area.

CORRIDORS:

- ♦ Surface of corridors are kept dry, clean and free from obstruction.
- ♦ Self closing and safety devices are fitted to doors leading into the hall and onto the school yard.
- ♦ Children are taught how to exit fire doors by pressing down the bar and pushing it outwards
- ♦ Children are told regularly to hook back corridor doors when entering and leaving the school building

STAFFROOM:

- ♦ Children are not permitted to enter the staffroom unless instructed to do so by a staff member
- ♦ Staff are requested to keep beverages limited to the break times and staffroom. In certain circumstances a beverage may be allowed but in a container with a lid.

KITCHENETTE:

- ♦ Children are forbidden to go near the old burco when it is on.
- ♦ Children are encouraged to use the correct bins in order to keep the kitchenette clean and tidy and free from obstruction

STOREROOMS A & B

- ♦ Children are forbidden to go into these rooms due to storage of chemicals, cleaning agents, toner etc. Safety notes are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated. The main fuse board is also situated here.
- ♦ Children seeking extra toilet rolls and soap are not allowed to enter this room. A staff member will supply them with their requests.

BOILER ROOM:

- ♦ This room is locked at all times.

TOILETS:

- ♦ Windows are opened to allow adequate ventilation.
- ♦ There are regular checks to see that toilets are flushed.
- ♦ There is ample supply of toilet rolls, soap and clean towels.
- ♦ If tiles are wet, staff will ensure that every precaution is taken to keep surfaces safe and dry.
- ♦ Standing on toilet seats is strictly forbidden.
- ♦ Children are reminded to wash their hands after going to the toilet.
- ♦ Children are reminded to leave the toilets as they would like to find them.

PREFABS:

- ♦ Outdoor mats have been purchased for the ramp. Mats are used when there is frost.
- ♦ Children are taught how to exit fire doors by pressing down the bar and pushing it outwards
- ♦ Children are forbidden from sitting on the steps or swinging off the railings leading up to the ramps.
- ♦ The Prefabs are locked when there is nobody in the classroom.
- ♦ Before staff lock doors, toilets will be checked for children
- ♦ In the event of a fire drill, staff check toilets also for children.

MUSIC CLASSES:

- ♦ Children practising for band are adequately supervised at all times.
- ♦ Children are forbidden to play their instruments on the corridors
- ♦ Children are not allowed to run with an instrument in their hands
- ♦ Children are forbidden to play their instruments unless supervised by a teacher
- ♦ Children in the band are not allowed to take their sticks, flags, ribbons and hoops until the teacher instructs them to do so.

SHOES

- ♦ Runners are required for P.E.
- ♦ Shoes with heels are not allowed

LEAVING SCHOOL PREMISES

- ♦ Children are forbidden to leave the school unless the Principal/teacher receives a note, phone-call or if the parents call to collect them. Parents are requested to sign their children out in a book in the secretary's office.
- ♦ If a class teacher feels a child is very sick, contact will be made with home.

LUNCH TIME:

- ♦ All children are adequately supervised.
- ♦ Children are reminded to carry their chairs properly back and forth from the lunch area.
- ♦ Running in the classroom is strictly forbidden.
- ♦ Children are forbidden to play their musical instruments.
- ♦ Children are forbidden to knit/sew unless supervised by a teacher.

PLAYTIME ON THE YARD

- ♦ Specific play areas are allocated to children of similar size
- ♦ Play areas are checked regularly and obstacles removed as need arises
- ♦ Teachers are on duty at break times on a daily rota basis.
- ♦ Children are forbidden to play with their coats around their necks
- ♦ Swinging on the railings and the basketball bars in the top yard is strictly forbidden.
- ♦ In wet/windy/icy/snowy conditions breaks are taken indoors
- ♦ The windows of room 16 will be closed during yard time to safeguard against an accident occurring
- ♦ Children in bottom yard will be reminded not to run towards the wall.
- ♦ Children will be reminded not to run up or down the steps and the ramps of the prefab and the steps leading up to the senior yard
- ♦ Children are shown how to carry skipping ropes safely going in and out from the yard.
- ♦ Teachers on duty will have a yard bag consisting of yard book and medical supplies.
- ♦ As some children have a *severe nut allergy*, parents are requested to provide their child with fruit/veg for first break. Children are not allowed to bring any food out to the yard except fruit/veg. Nuts will be prohibited for all classes not only the two classes that are involved.

SCHOOL GROUNDS:

- ♦ The caretaker checks the yard regularly for condoms, glass and litter.
- ♦ Children are forbidden to pick up glass/condoms.
- ♦ Parents and children are reminded each year to follow our Safe System on entering and leaving the school.
- ♦ Children are reminded to put their litter in bins and to wash their hands afterwards.
- ♦ They are also reminded not to bring cutlery to the yard
- ♦ Bins are emptied and cleaned regularly.
- ♦ Every effort is made to ensure that there is adequate lighting on school grounds. Bulbs are checked and replaced immediately when required
- ♦ Caretaker will supply safe grills for the manholes at the exits of the school.
- ♦ Shrubs and trees are cut and shaped every year.
- ♦ Yellow lines were painted on the top and bottom steps leading to the top yard
- ♦ The immediate school grounds are salted during a spell of extremely cold weather

CARS/BICYCLES/DOGS:

- ♦ Children are dropped and collected at the school gates.
- ♦ Parents are asked regularly not to drive their cars inside the school grounds. Provision is made for some children with special needs. The Board of Management has erected a barrier for safety reasons.
- ♦ Staff drive slowly and carefully when entering and leaving the reserved car park.
- ♦ Drivers are forbidden to park their cars in front of school doors during school time.
- ♦ Bicycles are parked in the bicycle rack

- ♦ Children are requested to walk with their bicycles on entering the school yard
- ♦ Children are required to keep away from parked bicycles
- ♦ Parents are requested to keep their dogs away from the school.
- ♦ Two parking spaces near the school building are kept free and marked as clearways

WALLS IN FRONT OF SCHOOL:

- ♦ Children are forbidden to walk or run on these walls.

FIRE:

- ♦ Fire drills are held regularly. Assembly points may be changed for safety reasons
- ♦ Fire extinguishers are checked and serviced annually
- ♦ Pupils are forbidden to have matches and lighters on school grounds
- ♦ Fire exits are clearly marked.
- ♦ Training on using equipment has been provided.

SMOKING

- ♦ Smoking is strictly forbidden in the school building.
- ♦ Smoke Alarms are installed in the main building and the prefabs.
- ♦ A new fire system has been installed for the new extension.

ELECTRICAL FITTINGS:

- ♦ Electrical fittings will be maintained so that no person will be subjected to risk of electric shock.
- ♦ Teachers are aware of the importance of not overloading sockets.
- ♦ Electrical equipment will be fitted with fuses which do not exceed the permitted amperage.
- ♦ All plugs are unplugged every night except photocopier.

DEFECTIVE FITTINGS / EQUIPMENT

Staff will report to Safety Officer/Principal any of the following:

- ♦ Defective piece of equipment
- ♦ Broken/unsafe furniture or equipment.
 - ♦ Defective plumbing.
 - ♦ Dangerous electrical power points, switches, leads, plugs etc
 - ♦ Torn or damaged floor covering.
 - ♦ Inadequate ventilation.
 - ♦ Blocked/obstructed exits.

ASBESTOS

According to an Asbestos Survey conducted by the Office of Public Works in March 2004, materials containing asbestos have been identified in the following locations: rope seals to boiler unit, concealed sections to boiler, window panels, and roof slates. Drilling, cutting, abrading or disturbance of these materials should be avoided. When contractors are employed they are forewarned of the asbestos hazards.

ACCIDENTS:

- ♦ Our First Aid box is re-stocked on a regular basis.
- ♦ Gloves are provided for staff who are giving first aid.
- ♦ If an accident occurs first aid is given immediately.
- ♦ A new e template has been devised for recording of accidents/incidents. The person who witnesses accident/incident will complete form and forward to Teresa for conclusion and filing in an e-folder.
- ♦ In the case of a serious accident, the child will be brought to the doctor and the Principal will make contact with parents/guardians.

- ♦ In the event of any serious incidents happening during school time, the principal will consult with the Deputy principal (Health & Safety Officer) and Gerry Farrell (Chairperson) before contacting the guards.

MEDICATION

- ♦ The Deputy Principal has created a medical book detailing the children in school who have medical needs. It includes a photo of the child accompanied by a description of their needs and medications. Staff members have been furnished with a copy of the book.
- ♦ Two children have type one diabetes and need to be monitored regularly and treated according to their healthcare plan.
- ♦ If children need medicine parents are encouraged to return to the school during the day to administer it themselves. If parents are unable, they are requested to write to the Board of Management so a staff member is nominated to administer the medicine. They also have to complete an Indemnity Form and an Administration of Medicine Form.
- ♦ All medicines are kept in the Medicine Cabinet in the Secretary's office and some are stored in the fridge in the staffroom

SUCCESS CRITERIA

- Staff meetings, informal and formal.
- In school management meetings.
- Safety Officer meeting with Principal
- Board of Management Meetings.
- ♦ Parent/teacher meeting will take place once a year and informal meeting will take place during the year if necessary.
- ♦ A school report is sent home to every pupil at the end of the school year.
- ♦ Whole school Evaluations take place every few years.
- ♦ Our Whole School Self Evaluation takes place every year.

HEALTH & SAFETY OFFICER RECOMMENDATIONS

The following have been recommended by our staff Health & Safety Officer to comply with Fire & Safety regulations:

- Install fire escape doors from classrooms (including breaking down 800mm high rising wall and relocation of radiators)
- Provide a fire alarm and detection systems
- Provide emergency lighting system
- Install 3 fire doors

POSTS AND RESPONSIBILITIES

The Safety Officer (Teacher Representative on Board of Management) reviews this policy in consultation with the principal on an annual basis and as the need arises during the year.

RATIFICATION AND REVIEW

The policy was reviewed and ratified by the Board of Management in June 2018

TIMEFRAME FOR REVIEW

This policy will be reviewed in the light of incidences that may arise.

Signed: Gerard Farrell Chairperson

Signed: Teresa Neylon Principal

PLEASE SEE APPENDICES

APPENDIX 1: SAFE SYSTEM INFORMATION FOR PARENTS

APPENDIX 2: SCOIL CHROI NAOFA Safety, Health and Welfare Statement

APPENDIX 3: FIRST AID INFORMATION FOR STAFF

APPENDIX 4: FIRE DRILL

APPENDIX 5: SCOIL CHROI NAOFA FIRE EQUIPMENT INVENTORY

APPENDIX 6: WORKSHOP ON FIRE EQUIPMENT

APPENDIX 7: SCN MEDICAL BOX INVENTORY

APPENDIX 1 SAFE SYSTEM INFORMATION FOR PARENTS

The Board of Management have introduced a safe system for entering and leaving the school grounds. We seek your co-operation with the following:

1. No cars are allowed onto school grounds except in exceptional circumstances agreed with principal. All ***cars should be parked outside the school grounds***, in the car parks outside the school gates and at the church.
2. Parents and children coming from the Tuam Road and Monivea Road side are requested to enter and leave the school grounds through the stiles (gaps) in the wall. The Board of Management has widened one of the stiles to cater for buggies. ***Please do not enter through the gates.***
 - Please ensure that your child does not walk on the wall. They have been reminded of this numerous times.
 - On entering the school grounds everybody is asked to follow the route along by the green fence, i.e. to walk behind the prefabs to the front of the school and on into the playground.
 - For those of you collecting your children at 2pm please be aware that there are classes working in the prefabs. We would be grateful if your children could be kept reasonably quiet while passing. Please remind them also, that they are not allowed to go up and down the steps of the prefab.
3. Parents and children entering and leaving the school from the church, should park in that area and enter school as normal from the senior yard. (playground closest to church)
4. All parents are asked to enter and leave the school through the playground doors. Please do not use the doors facing the Secondary School as children will not be following the safe route in and out of the school.
5. No children are allowed to enter the staff car park.
6. The Presentation College have changed their school timetable. Please note: the secondary school finishes on Fridays at 1.20pm, as a result there will be major difficulty parking.

Please ensure this message regarding the new *safe system is passed on to the person bringing your child to and from school.*

APPENDIX 2

General Safety, Health and Welfare Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Scoil Chroí Naofa to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school. It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

1. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
2. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
3. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
4. continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
5. consult with staff on matters related to safety, health and welfare at work;
6. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

In the context of the day to day running of the school:

- ♦ Children are adequately supervised at all times during school opening hours
- ♦ Children are never allowed out of school grounds during school hours except on supervised outings or with written parental consent or when collected by a parent or guardian
- ♦ Children are frequently warned about behaviour detrimental to their safety and the safety of others
- ♦ Fire Exits are clearly marked
- ♦ Children are taught how to open our fire safety doors
- ♦ Self-closing devices and safety devices are fitted to hall doors and rear doors and exit doors in the new extension
- ♦ Staff check classrooms and toilets for children before locking doors
- ♦ Furniture is kept in safe condition
- ♦ Surfaces of corridors and halls are kept dry, clean and free of obstruction
- ♦ Dangerous substances are kept locked away and used only under supervision
- ♦ Staff or pupils are not given hazardous or dangerous tasks
- ♦ Boiler rooms and other high hazard areas are kept locked and out of bounds

- ♦ All areas in the school are kept adequately lighted
- ♦ Surfaces of play areas are regularly inspected to ensure that they are kept in good condition
- ♦ Specific play areas are allocated to children of similar size/age
- ♦ Children are forbidden to run in the school building
- ♦ Children are not allowed to play their musical instruments unless supervised by a teacher

Signed:

Chairperson, Board of Management School

Date:

APPENDIX 3

FIRST AID COURSE INFORMATION FOR STAFF

Every emergency has three phases:

1. Panic
2. Fear
3. Relief.

Air goes in and out, blood goes around and round. Any variation on this is a warning. There is no such thing as a text book case.

In the event of an accident or emergency carry out the following procedures

1. Assess the situation.
2. Look for any dangers to yourself or the casualty.
3. Make sure you both are safe

Apply the A,B,C rule to check

- a) Airway
- b) Breathing
- c) Circulation

Priorities of general treatment are to check

- a) Breathing
- b) Bleeding
- c) Bones

Procedure if casualty is conscious/unconscious.

1. Check to see if the casualty is alert e.g. Ask question or give a command.
2. Gently shake their shoulders
3. Check if casualty responds to pain stimulus e.g. pinching their earlobe
4. If fully unconscious seek medical help.

BREATHING

- a) Look for chest movements
- b) Listen for sounds of breathing
- c) Feel for breath on your cheek
- d) Check for pulse i.e. With the head tilted back slide your fingers towards you into the gap between the Adams apple and the jaw bone or place you fingers on the casualty's wrist feel for 5 second

BLEEDING

It is highly recommended to wear gloves at all times. There are 3 types of bleeding.

1. Arterial, which is bright red and spurting
2. Venial which is darker red and flowing
3. Capillary which is a minor bleed and oozing

If the casualty loses greater than 2 pints of blood he may go into shock where the heart goes into overdrive and the brain may become affected.

Shock Symptoms

- a) Pale face
- b) Cold clammy skin
- c) Pupils of the eyes are unequal.

Procedure

1. Apply pressure to the wound with a pad
2. If the wound is bleeding, cover it. If wound bleeds through cover, cover it again without looking underneath
3. Elevate above the level of the heart
4. Make sure the casualty is warm
5. Stay with casualty and call medical assistance
6. If the casualty goes into shock or unconsciousness do not give any food or drink only wet lips if necessary

CHOKING

- One can live without air for 2 or 3 minutes max.
- Choking can be partial or full.
- Partial choking is noisy where a person is gasping for air. Encourage coughing and do not apply any force. Water can only be given if the obstruction is in the oesophagus.
- Full choking is quiet and a person can go blue.
- If a baby is choking, face the baby down on your arm and apply 5 slaps on the back with the heel of the hand.
- The following can be applied to toddlers as well as adults as a last resort; stand behind person, clench your fist and place it over stomach, grasp fist with other hand, then pull suddenly inwards and upwards.

HEAD INJURIES

- Concussion is where the brain shakes inside the skull. Compression is where there is a swelling of blood which occurs as a result of the brain pressing inside the skull cavity. Check for nausea. The pupils of the eyes should be the same size. Keep monitoring casualty. Seek medical supervision if necessary
- A closed injury causes swelling. Cool it to reduce it. If a child doesn't want ice don't worry about it.
- If the scalp is bleeding apply a bit of pressure and dressing.
- A fractured skull is serious. Warning signs after a head injury: monitor during the first 24 hours and be alert to symptoms such as swelling, pain, drowsiness, confusion, difficulty to arouse, seizures, bleeding or water leakage from nose or ears, pupils slow to react or unequal, blurred vision, loss of sensation to any extremity, slurred speech, vomiting, lack of movement or shock.
- Don't let a person go to sleep if it is not the time for normal sleep patterns.
- Do not give food and drink. You may give water.

WASP STINGS

- Bees leave a sting. Use a card to extract it. You can also use an ice cube.
- A swollen hand is not severe,
- However, if a sting affects the body, an anaphylaxis shock will occur where the arteries swell, the blood pressure drops, the airways are affected, the tongue and throat start to swell. An anapen injection is not the cure but it gives a break. Inject and massage and then call the ambulance.

BROKEN TEETH

- Saliva is good for blood clotting.
- A tooth can be placed in milk or put back in the gum.

- Immediate action to save a tooth is as follows;
- Permanent teeth can be put back in.
- Pick tooth up by crown (white part).
- Wash it for ten seconds using milk or cold running water.
- Tooth can be placed in milk and brought to the dentist.

SEIZURES

- High temperatures arise from epilepsy, meningitis, strokes, allergies, drugs, poisons.
- Seizures are about getting rid of heat.
- You can cool a baby with a sponge and/or fresh air.
- When a person is epileptic they can have an absent petit mal which is very short and difficult to spot. Keep child safe and contact parents. Seizures may also be in the form of twitches or blackouts
- If the child has a grand mal you have to protect the head. Do not restrain. Don't interfere with seizure
- If frothing occurs put child in recovery position and call 999/112.
- Time the seizure. If seizure lasts more than 10 minutes seek medical attention

ASTHMA

- Symptoms include wheezing, blue lips, shortness of breath and tight chest.
- There are different types of inhalers.
- After 5 - 10 minutes a child might need more help.
- If the person is sleeping and can't talk they need an upper level of care.
- Don't give inhalers to others.
- When a child has a panic attack, just reassure the child to breathe slowly.
- If hyperventilating provide a brown bag.

BURNS

- There are first degree, second degree and third degree burn types.
- Second degree burns appear as blisters and third degree appear as black and crispy blisters.
- Apply cool flowing water to the area.
- Cool the area before applying any cooling gel; Do not apply any creams or ointments
- Minimise the risk of infection by applying clingfilm over the exposed area

FRACTURES & SPRAINS

- Fractures and sprains are painful.
- Healthy bones are strong. When child has a sprain, don't question what happened but question how it happened.
- If there is a swelling, follow the R.I.C.E method which is, rest, ice, compress and elevate.
- Arm injuries support themselves.
- If a bone looks broken, it probably is. If it is straight don't bend it. If it is bent don't straighten it.

FIRST AID TIPS

- Have zero medicated products.
- Use water to clean grazes.
- No need for savlon.
- If a child has a severe bleed it is bright red and sprays and gushes.
- If child has a bleed from the nose, move the child forward and pinch the soft tissue in the nose for about 10 minutes. If the nose bleed lasts for 20 minutes it's getting serious. If the child faints call 999.

CARDIAC ARREST (CPR)

- Symptoms may include pale complexion, grey/blue lips, shallow laboured breathing, tiredness, severe indigestion, a pain in the arm, jaw, neck, chest or back. Heart doesn't tell brain when this will happen
- Make person comfortable and call 999/112
- In the event of survival from Cardiac Arrest, minutes to defibrillation is vital. A defibrillator has 2 knobs, one knob is a recording machine and the other one is to turn off.

UNCONSCIOUSNESS

- Check for breathing and that the airways are free.
- Check skin colour.
- Put person in recovery position. Kneel beside the child. Make sure that both of the child's legs are straight. Place the arm that is nearest to you at right angles to the child's body, with the elbow bent and the palm facing upwards. Bring the arm that is furthest from you across the child's chest. With your other hand, grasp the far leg just above the knee and pull it up, keeping the foot flat on the ground. Pull on the far leg and roll the child towards you onto her side. Tilt the child's head back so the airway remains open.
- Ring an ambulance at 999/112 and follow procedures outlined on the red card
 - Use your own mobile phone preferably
 - location of incident Chief complaint
 - Number of patients
 - Age
 - Gender
 - Conscious? yes/no
 - Breathing normally? yes/no
 - If over 35 years chest pain? yes/no
 - If trauma severe bleeding? yes/no
- CPR chest compression is very important. It doesn't make any difference which hand is over or under. Keep the compressions going non-stop. After 18 minutes, someone else could take over as it keeps the blood flowing to the brain.

SPINAL INJURY

1. Do not move the neck
2. Keep the head still

POISONING

- Find out what poison it is. If it is acidic and external it, wash with plenty of water.
- If it is internal, do not give water.

DIABETES

- Management of diabetes is about regulating sugar bloods which need insulin. Sugar levels may be too high or too low. If sugars are low child is pale, has no energy and poor attention levels. Child needs a top up through pumps or injections or by providing Lucozade or Ribena. Analogy is when petrol runs out in a car, the car stops.
- If sugar levels are high the child needs insulin. If child can't burn sugars the blood becomes acidic. Child looks drunk or flushed. Child needs an insulin dose to burn sugar. If symptoms persist child may become unconscious.
- Diabetes management entails blood testing and insulin injections.
- The standard number of pricks is two to three finger pricks a day
- Child cannot be detached from the pump regime for more than one hour.
- Type 1 you can get at any age. It is more common in children and adolescent

- Type 2 is when there is a lot of obesity, particularly in adolescent. If a person is Type 2 medication is needed and insulin therapy
- In Preparation for activity and sport, reduce the amount of insulin and give extra food.
- Hypoglycemia is when the blood glucose levels are lower than 4. Signs are anxious, tired, hungry, headaches, sweating, blurry vision. Treatment is lucozade, jam, 5 dextrose sweets. Fast treatment would be 1/3 of a glass of lucozade, tea with three teaspoons of sugar, a small carton of juice. Slow acting would be a banana, cereal muesli bar, 7-up, jellybeans or a sandwich.
- If student becomes unconscious give the glucose injection and put the student on their side. Do not give anything by mouth.
- There are very few children using injections. Injections work with carbohydrate food. If they have no lunch, no injection.
- Injection Procedure - insert water from the syringe into the powder and shake. Extract the solution back into the syringe. Inject into the muscle in the arm or leg.
- A person should come around 5 or 10 minutes after injection.
- If in doubt with regard to any child treat as hypo.
- Hyperglycemia when the sugar goes higher. Home needs to be contacted. Keep the child hydrated. If child looks unwell ring home. Symptoms are vomiting, smell of breath, needs to go to the toilet and a lot of pain and rapid breathing

Recommendation

- Children with diabetes should be allowed participate in activities.
- The child should be given treats for festivities. The child should be given eggs, selection boxes. Integrate diabetes into their lives and also their birthday parties.
- Let them live as normal a life as possible
- In relation to activity and sport, reduce the insulin by 40% if activity follows
- Longer carbohydrates needed before exercise/Eat extra for exercise

APPENDIX 4 FIRE DRILL

1. Mrs. Kennedy will ring the fire siren.
2. Mrs. Devally will alert teachers and children in the prefabs (St Therese & St Ann).
3. Ms. Cannon will alert Mrs. Greally and children in 4th class.
4. Mrs. Neylon will open main door of new extension.
(In the event of a fire, the Principal will wear a Hi-Vis Vest. She will trigger the alarm which is the red box on the wall outside room 16 and the one beside the photocopier. Principal will keep checking the panel outside her office in relation to where fires are and to make sure that everything is okay)
5. Mrs. Devally will open exit doors on the senior side.
6. Mrs. Hallissey will open exit doors on the junior side.
7. When the fire bell rings, all the children stand up immediately.
8. The children line up in their classrooms. (their hands behind their backs to prevent pushing)
9. Teachers
 - (a) **pick up their class lists located near light switch beside room door**
 - (b) check toilets
 - (c) shut windows
 - (d) shut doors
10. Children move fast and in silence.
11. FRONT DOOR A = beside boiler room. FRONT DOOR B = beside room 13. BACK DOOR D = next to room 9.
 - Rooms 1 (Mrs. Comer) and 4 (Mrs. Murray) will exit through Front Door A, keeping to their side of corridor
 - Rooms 2 (Ms. Sheridan) and 3 (Ms. Tyrrell) will exit through New Front Door keeping to their side of corridor
 - Room 16 class will exit through Top Yard Door and proceed through top yard gate.
 - Children & staff from Nano Nagle will exit prefab and proceed through top yard gate.
 - Rooms 8 (Mr. Hanley) and 5 (Ms. Alani) will exit through Front Door B, keeping to their side of corridor
 - Room 7 will exit through Front Door B
 - Room 6 will exit through Front Door A
 - Room 9 will exit through Back Door D and proceed up the stairs into the top yard
 - Children and staff from St. Therese & St. Anne's will walk to Assembly Point
 - Room 11 will exit through Front Door B
 - Room 12 will exit through Front Door A
 - Room 13 will exit through Front Door A or B
12. Children will assemble in the green area in front of the staff room
13. All class teachers will call the roll from the class list
14. Mrs. Hallissey will close Hall & Exit Doors on the junior side
15. Mrs. Devally will close Hall & Exit Doors on the senior side
16. Mrs. Neylon will close New Front Door
17. All staff and children will assemble at the Fire Assembly Point on the green area between both schools in the following order facing the school:
Room 9, 16, 4th, 3, 2, 1, 4, 5, 8, 7, 6, St. Anne, St. Therese.
18. Mrs. Neylon will ring the fire brigade if necessary during evacuation.

APPENDIX 5

SCOIL CHROI NAOFA FIRE EQUIPMENT INVENTORY AND SERVICE HISTORY

Our Equipment:

- 7 Carbon Dioxide Extinguishers
- 2 Powder Extinguishers
- 2 Water Extinguishers
- 2 Foam Extinguishers
- 2 Hose Reels
- Fire Blanket

(Foam Extinguishers are now replacing the Water Extinguishers)

Carbon Dioxide Extinguishers

- Used for electrical or flammable liquids
- Not used for wood, paper or textiles
- Not used for flammable metal fibres

Water or Foam Extinguishers

- Used for wood, paper or textiles
- Not used for electrical or flammable liquids
- Not used for flammable metal fibres

Powder Extinguishers

- Are multi-powder and can be used on everything

Refilling Extinguishers

- Foam/Water Extinguishers one in three years
- Carbon Dioxide Extinguishers one in your four years (There is no guage in the Carbon Dioxide Extinguishers)
- Powder Extinguishers one in five years

Corrib Fire Quotation

- Service costs five euro per unit
- Powder Refill costs 30 euro
- Carbon Dioxide Refill costs 33 euro
- Test discharge costs 17 euro

Extinguisher Labels

The following abbreviations can be seen on the labels:

- **CR** =Cartridge (no longer applies)
- **R** = Refill
- **TD** = Test Discharge
- **PT** = Pressure Test

SERVICE HISTORY

Corrib Fire & Security Systems have serviced our fire equipment from 1993-June 2011.

Please note Certificates of Inspection filed in the Fire Register in the Office.

Service 2009/2010

- Carbon Dioxide Extinguisher located outside Rooms 9 & 12 was refilled in March 2010
- Carbon Dioxide Extinguisher located in St. Therese was refilled in March 2010
- Powder Extinguisher located in the store room was refilled in March 2010

Service 2010/2011

- Carbon Dioxide Extinguisher located outside Room 3 was refilled in June 2011
- Carbon Dioxide Extinguisher located outside staff room was refilled in March 2011
- Foam Extinguisher located outside Room 16 was refilled in June 2011

Record of Service to Date

- Carbon Dioxide Extinguisher located outside **Room 7** was refilled in March 2009
- Water Extinguisher located outside **Room 7** was refilled in March 2009 Carbon Dioxide Extinguisher located outside **Room 3** was refilled in 2011
- Water Extinguisher located outside **Room 3** was refilled in 2008
- Water Foam Extinguisher located outside **Room 16** was refilled in June 2011
- Carbon Dioxide Extinguisher located outside **Room 16** was refilled in April 2008.
- Carbon Dioxide Extinguisher located outside **St. Therese** was refilled in 2010
- Water Foam Extinguisher located outside **St. Therese** was refilled in April 2008
- Powder Extinguisher located in the store in **Jack's room** was refilled in 2010
- Carbon Dioxide Extinguisher located outside the **staff room** was refilled in 2011
- Carbon Dioxide Extinguisher located in the **kitchenette** was refilled in April 2008
- Carbon Dioxide Extinguisher located outside **Room 12** was refilled in 2010
- Powder Extinguisher located in the boiler house was refilled in November 2007

**Bill Henderson Fire & Safety Ltd have serviced our fire equipment from August 2012 to date.
Please note annual Fire Equipment Service Reports filed in the Fire Register in the Office.**

Service Summary August 30th 2012

- Extinguisher bracket repaired at main entrance
- Auto hose reel outside Jacks room needs new nozzle but pressure recorded as good
- Second auto hose reel checked and pressure good

Service Summary November 14th 2013

- Carbon Dioxide Extinguisher located at main entrance refilled
- Carbon Dioxide Extinguisher located in the **kitchenette** refilled
- Water Extinguisher located outside **Room 7** recharged
- Carbon Dioxide Extinguisher located outside room 7 refilled
- Carbon Dioxide Extinguisher located outside **St. Therese** refilled

Service Summary November 14th 2014

- Nothing noted here

Service Summary January 19th 2015

- Water Foam Extinguisher located at main entrance refilled
- Visual inspection of auto hose reel in main hall
- Noted that pressure test due on extinguishers at St Ann (prefab 2)

Service Summary May 16th 2016

- Carbon Dioxide Extinguisher located outside Rooms 9 & 12 was refilled
- Foam extinguisher and Carbon Dioxide Extinguisher replaced in St Ann
- Powder Extinguisher located in the store in **Jack's room**
- Carbon Dioxide Extinguisher located outside the **staff room** was refilled
- Visual inspection of two auto hose reels

Service Summary September 15th 2017

- Visual inspection of auto hose reels x 2
- Powder Extinguisher located in the boiler house was refilled

APPENDIX 6 WORKSHOP ON FIRE EQUIPMENT

- Billy Henderson from Henderson Fire & Safety Ltd gave a Health & Safety talk and workshop to staff on Thursday, 15th November 2013. Billy showed staff the different types of extinguishers available on our premises in the event of a fire and how to use them.
- When he demonstrated the CO₂ extinguisher, he advised us that it is very important not to hold on to the black nozzle or the bottle as the CO₂ freezes. You press until the CO₂ cylinder is empty. You don't have to do that for the others. The steps involved for using the fire extinguishers are (1) pull the black hose away from the extinguisher (2) pull out the clip at the side and (3) press.
- Billy demonstrated how to use the safety blanket. Pull the blue cord, grab the two handlebars when blanket unfolds, turn the handles in to protect your thumbs when you go to spread it over whatever is on fire.
- If somebody catches fire - three words - STOP, DROP and ROLL them.
- He recommended in relation to our new extension that when the new plans are being put together they should accommodate a recess for extinguishers. The extinguishers should not be hanging on brackets on the wall; instead there should be a recess that the extinguisher fits into as this is much safer.

APPENDIX 7 : Scoil Chroi Naofa Medical Box Inventory (2016)

A Medical box was kindly donated to the school in 2016 with the following contents.

- 47 INSTANT COLD PACKS (SINGLE USE)
- 10 ICE PACK HOLDERS
- 45 SICK BAGS
- 20 NO 7 EYE PADS
- 3 BAG STEROWIPES
- 12 CREPE BANDAGES
- 20 SMALL CREPE BANDAGES
- 20 EYE & WOUND WASH
- 100 STERILE FABRIC PLASTERS
- 100 HYPOALLERGENIC STERILE CLEAR WATERPROOF PLASTERS
- 10 EYE PADS
- 40 LARGE BANDAGES
- 3 BOXES KIDDIE PLASTERS
- 5 CANS HEAT SPRAY
- 2 ROLL BANDAGES
- 5 CANS FREEZE SPRAY
- 7 POROUS TAPE
- 2 COTTON WOOL ROLLS
- 1 SMALL COTTON WOOL ROLL
- 32 BANDAGES (5X7)
- 10 NO 8 MEDIUM DRESSING
- 1 UTILITY SCISSORS
- 2 TUBES MUSCLE RUB CREAM

- 18 TRIANGULAR BANDAGES
- 4 COTTON GAUZE SWABS
- 24 NO 6 LARGE DRESSINGS