

Health and Safety

Reviewed November 2025

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INTRODUCTORY STATEMENT AND RATIONALE

(a) Introductory Statement

This policy was initially drafted by the Principal and staff in 2013. At this stage representatives of the Parents Association were invited to contribute to the policy in its draft format. The policy was reviewed in May 2015, September 2017, April 2018 and January 2023. This review was carried out in November 2025.

(b) Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety policy. It represents the Board of Management of Scoil Naomh Náille's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

This policy will be made available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management of Scoil Naomh Náille understands its role in providing a 'duty of care' in the school and this is an integral part of our Health and Safety policy.

AIMS

- To provide a safe, healthy and comfortable environment for both pupils and staff.
- To ensure understanding of the schools duty of care towards pupils.
- To comply with all relevant health and safety legislation.
- To develop an awareness of health and safety rules.

STATEMENT ON GENERAL POLICY.

The Board of Management of Scoil Naomh Náille recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work act, 1989. This safety statement sets out the safety policy of the Board of Management of Scoil Naomh Náille and sets out the means to achieve that policy.

The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils, and to meet our duties to members of the public with whom we come in contact. The policy requires the co-operation of all employees. It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. The inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accident or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

HEALTH AND SAFETY STATEMENT FOR SCOIL NAOMH NÁILLE.

The Board of Management will ensure that in so far as it is practicable, the highest standards of safety shall prevail and that at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

Specifically, the Board of Management wishes to ensure so far as it is reasonably practicable:

- 1) The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- 2) The design, provision and maintenance of safe means of access to and from places of work.
- 3) The design, provision and maintenance of plant machinery.
- 4) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- 5) The provision of instruction to staff on proper lifting techniques.
- 6) The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
- 7) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- 8) The preparation and revision as necessary of adequate plans to be followed in emergencies; e.g. fire drills, injuries etc.
- 9) The safety and prevention of risk to health at work in connection with use of any article or substance.
- 10) The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- 11) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
- 12) The continuing updating of the Safety Statement.
- 13) The provision of arrangements for the selection from amongst its employees of a safety representative.

The Board of Management recognises that its statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and the public. The Board of Management of Scoil Naomh Náille will ensure that the provisions of the safety Health and Welfare at Work Act, 2005 are adhered to. A Safety Committee may be established to monitor the implementation of the safety and Health policies of Scoil Naomh Náille and the requirement under the Safety, Health and Welfare at Work Act 2005.

DUTIES OF EMPLOYEES.

1. 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. If any employee is suffering from a disease or illness that adds to risks, they should inform the Principal/Board of Management.
 - (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 a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
 - (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
2. No person will intentionally or recklessly interfere with or misuse any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.
4. Each employee will ensure that he/she is not under the influence of a toxicant to the extent of endangering their health and safety, and that of others around them. Each employee should also submit to any reasonable test for intoxicants.
5. Each employee should attend such training as may be reasonably required by the Board of Management.

CONSULTATION AND INFORMATION

It is policy of the Board of Management of Scoil Naomh Náille:

- To consult with staff in the preparation and completion of the health and safety statement and of hazard control forms.
- To ensure that all staff have a copy of the Health & Safety Policy and to publish this on the school website.
- That any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That health and safety and welfare will form an integral part of any future staff training and development plans.

Entitlements of safety representative (Section 25 Safety, Health & Welfare at Work Act, 2005)

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

Carry Out a Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards. Using the HSA format below will assist the recording of the whole process.

The following shows an example of the annual risk assessment.

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/ High Risk	Risk to persons	Action Taken	Date	Person responsible

HAZARDS

The Board of management in consultation with the employees will review and make recommendations for the elimination of hazards.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

Examples:

- Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, windows opening out at head level, yard surface etc.
- Individual classrooms, sockets, lights etc.
- Hallway condensation, slippery floor surface, protruding units such as coat rails etc.
- Toilets, water, towels, sanitary disposal units, floors, etc.
- Water, drinking/non-drinking areas clearly marked and specified
- Staff room, facilities, safety measures etc.
- Ice/flooding on yards, steps etc.

Constant Hazards

1) **Machinery, Kitchen Equipment and Electrical Appliances**

It is the policy of the Board of Management of Scoil Naomh Náille that Machinery, kitchen equipment and electrical appliances are used in accordance with instructions. Such appliances and equipment will be subject to regular maintenance checks.

2) **Chemicals**

It is the policy of the Board of Management of Scoil Naomh Náille that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection for use when handling them.

3) **Polished or Wet Floors**

It is the policy of the Board of Management of Scoil Naomh Náille that washing and polishing of floors is conducted after school hours to ensure, as far as it is reasonably practicable, elimination of danger of slipping. To this end warning signs regarding wet floors will be used.

4) **The Code of Discipline**

The Code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

5) **Access to Employees is by Consent.**

When the employee feels at risk or threatened by a particular person on school property this must be drawn to the Board of Management's attention. The Board of management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

FIRE INCIDENT POLICY:

It is the policy of the Board of Management of Scoil Naomh Náille that:

- Smoking is prohibited on the grounds of the school, i.e. within the boundary fence/walls of the school.
- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.
- Fire drills take place at least once a year.
- Instruction is given in the use of fire extinguishers for specific materials/equipment
- Fire alarms are clearly marked.
- Signs will be clearly visible to ensure visitors are aware of exit doors.

- An assembly area is designated outside the building.
- Exit signs are clearly marked.

Fire-drill and school evacuation procedures:

- Fire exit signs are clearly displayed in each classroom. Teachers and pupils are aware of the designated assembly point following an evacuation of the building. This is marked by a fire assembly point sign at the lower end of the car park.
- The procedures for evacuation are displayed in each classroom and also in the school hallway.
- These procedures are reviewed annually after completion of the fire drill.
- Staff are notified of these procedures at staff meetings and they in turn inform the pupils.

FIRE DRILL INSTRUCTIONS

- At the first sign of fire or smoke alarm signal, the fire alarm must be sounded by operating a break glass point.
- If fire breaks out, immediate evacuation must take place via fire exit doors in classrooms, main entrance, double doors at rear of building or fire exit door in GP room.
- Teachers instructions will be:-

FREEZE - KEEP CALM - PREPARE TO EXIT
WALK OUT IN ORDER AND DON'T RETURN

- All classes to assemble at Fire Assembly Point (at far end of school car park).
- 999 must be rung at the earliest opportunity by any available staff member.
- The toilets will be checked to ensure there are no pupils left behind, and teachers should bring the class list of pupils with them.
- Special Education Teachers should report to their allocated classroom to assist in the evacuation of that classroom, bringing any pupils they are teaching with them.
- Special Needs Assistants should follow the directions of the Teacher in the classroom they are in when the fire alarm sounds.
- Any pupils in the GP room should be escorted from the building through the fire exit doors in the GP room.
- The assembly point must be calm and quiet to allow for the checking of the class registers.
- No one must return to the building.
- If any person is reported missing, an immediate check where possible must be made by available staff.

PROCEDURES TO DEAL WITH AN EMERGENCY/INCIDENT/ACCIDENT:

Emergency contact procedures

- Parents are asked inform the school of all current contact numbers. These are kept in the school office where they can be accessed by the staff.
- Alternative numbers are also requested in the event that parents/guardians are not available, e.g. grandparents, etc.

Serious Accident Procedure & Accident Report Form

A report will be made to the HSA in respect of the following types of incident:

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

Critical Incident

Refer to Critical Incident Policy.

Exceptional/Emergency Closures:

Refer to Emergency Closures Policy

HEALTH ISSUES:

Managing specific health issues

- The school enrolment form allows parents to identify any allergies/illnesses of the child.
- The Principal will inform all staff members if there are specific health issues in relation to certain pupils. A support plan will be devised for these pupils by their class teacher, supported by the SETs.
- Administration of Medication – See administration of medicines policy.

Sickness or Injury

- If a teacher feels that a child is ill the parents are contacted and a decision as to whether the child will remain at school is taken.
- Procedures for dealing with accidents/illnesses are dealt with in the First Aid Policy

Pregnant Employee Policy

Scoil Naomh Náille will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk, ie. a pregnant teacher will cover supervision duty within the school building on wet days.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.
- If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

Illnesses and contagious infections such as rubella, chicken pox etc:

- In the event of an outbreak of a contagious infection/disease, the Board of Management will consult the publication 'Infection in School – a Manual for School Personnel' 2006. This is published by the HSE.

Head-lice

- If the school is made aware of a head lice infection in a child, a letter is sent home to parents informing them of the outbreak and the procedures that should be followed.

School Hygiene

- Each bathroom is supplied with soap paper hand towel for use by the pupils.
- Pupils and teachers do their best to ensure that the school environment is kept clean. The cleaners clean the school internally on a daily basis and any maintenance matters are dealt with as they arise. The first point of contact for these situations is the school caretaker.

First Aid

- A fully stocked first aid kit for use in any accidents on site is located in the school office.
- First Aid training will be provided for Staff on an ongoing basis.
- Staff undertook Paediatric First Aid and CPR Training in April and May 2015.

Healthy Eating

- Refer to Healthy Eating Policy.

SAFETY AND WELFARE ISSUES:

Pupils:

Assembly and Dismissal of Pupils

- Refer to Arrival and Dismissal Policy.

Pupils leaving the school premises during the school day e.g. dentist or doctor appointment

- Parents are requested to inform the school by email if they are collecting their child for an appointment.

Supervision of Pupils:

- Refer to Supervision Policy

Incident/accident book

- In the event of a serious incident or accident on yard, the teacher on duty will write the report in the accident report form folder. This folder is kept in the school office.

Code of Conduct and Anti Bullying:

- Refer to school's Code of Conduct Policy and Anti Bullying Policy.

Allegations or Suspensions of Child Abuse:

- Refer to Child Protection Policy.
- The school's Child Protection Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse.

School tours/outings:

- Refer to school's policy on school tours.

Staff

Garda clearance:

- All teachers are garda vetted by the Teaching Council. Copies of the Garda Clearance Certificates are kept on file in the school office. SNAs and the school secretary have also been garda vetted. All employees are vetted through the relevant authorities.

Positive Staff Relations:

- See Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000.
- Also refer to CPSMA Management Board Members' Handbook
- A friendly environment is promoted at Scoil Naomh Naille. If any staff members have any grievances/problems, they are encouraged to discuss these with the Principal or Chairperson of the Board of Management. If there is a case of adult bullying/harassment, staff members are referred to the relevant policy.

Assaults on Teachers/School Employees

- See CPSMA Management Board Members' Handbook
- The Board of Management of Scoil Naomh Naille will not tolerate any acts of violence against its staff. If any such incident occurs, the following steps will be taken:
 - Incident reported to principal/colleague.
 - Details recorded in an incident book.
 - Immediate medical assistance to be sought if required.
 - Where appropriate, matter should be reported to the Gardai by the person assaulted.
 - Board of Management should be notified and emergency meeting should take place.
 - The Board of Management should notify legal advisors and insurance company.
 - Where the assault is by a pupil, the matter should be dealt with by the schools Code of Behaviour and Rule 130(5) of the Rules for National Schools.

Equipment and materials

- Equipment used by the school caretaker/cleaner are kept locked in the boiler room at the rear of the school or in the store rooms. These rooms are accessed by authorised staff only and a spare key is held in the school office.
- All equipment relating to pupils is maintained and any problems which arise from the annual safety audit are dealt with immediately.

Manual Handling

No person will be expected to lift a load that would be likely to cause him/her injury. Consideration must be given to the load and whether or not help is necessary.

Every employee must be familiar with the correct lifting techniques. These may be summarised as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down step
- Always consider whether help is necessary to lift an awkward or heavy load.

School Environment and Security

The school provides in as far as is practical a safe, secure environment for its pupils and staff. The following measures are in place to safeguard the school community.

- A fence, wall and gate surround the school site
- There are three gates providing access to the school grounds. The swing gate provides the main access point to the school building.
- The front door of the school is kept closed during school hours. The door is secured with an entry intercom system. Visitors are requested to call to the school office, where the secretary will deal with their enquiries, or in the absence of the secretary; to the Principal. Pupils cannot leave the school premises unaccompanied by an adult during school hours without written or oral permission to the school from their parents.
- The filing cabinets in the main school office are kept locked. Due to the nature of the materials stored in the filing cabinets, staff are aware of the necessity to ensure the confidentiality of these materials
- The door to the school office is locked at the end of each school day as are the external doors of the main building;
- A security alarm is in operation at all times when the school is unoccupied. This alarm is monitored by a central monitoring agency.
- CCTV is installed for out of school hours use.

VISITOR CONTROL POLICY

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- The visitor will not carry out any work and will be accompanied by a member of staff at all times during the visit.
- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the facility.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended
- Educational reps are asked by the Board to leave their catalogues and contact details with the School Secretary. When a teacher requires the services of the rep, they will be contacted by the teacher or secretary.
- The Board are anxious to avoid class teachers being disrupted during teaching hours as it may raise health and safety issues if pupils are left unsupervised.

FIRST AID

It is the policy of the Board of Management of Scoil Naomh Náille that all required remedies and equipment are made available for first aid function.

There will be a first aid kit available at all times to staff which will contain:

- Plasters
- Alcohol Wipes
- Cotton Bandage
- Scissors
- First Aid Chart
- Disposable gloves which must be used at all times when administering First Aid.
- Water and soap will be available and should be used before and after administering First Aid.

First Aid boxes are to be used by teachers only. Special Needs Assistants may use the first aid boxes under the direct supervision of the teachers. The Board of Management will endeavour to provide first aid training at regular intervals. There is a first aid box located in the school administration office, which may be used during the school day.

If in doubt, staff are informed that they should send for Principal O'Donnell and procedures will be followed through.

Insurance Against Liability for Injury to Pupils and Teachers.

The Minister for Education desires to direct the attention of Managers of national schools to the Department's Circular 11/68 regarding insurance against liability for injury to pupils and teachers.

In view of these considerations the Minister recommends that Managers should ensure that the insurance taken out by them in respect of accidents will cover such eventualities.

Accidents in the School Yard or on the school premises.

All accidents to be reported to the teacher on duty for that day. If in any doubt regarding any injury, child is to be sent to the Principal or Deputy Principal.

Parents/Guardian will be contacted and informed in the event of any doubt or if the child is not feeling well. A list of parent contact numbers is kept in the office. These are updated on an annual basis.

If deemed necessary, parents are to be informed about a head injury. In the event of an emergency where any child requires urgent assistance, an ambulance will be sent for. Parents to be contacted for permission if time allows. The safety and well-being of the child will be paramount. The Principal or Deputy Principal may travel with the child and the parents/guardian of the child informed immediately.

Records

A written record is kept of all incidents that happen and procedures followed in the Accident Book which is filed in the Office.

A copy of the Accident Report Form is appended to this policy. The Accident Report Forms are kept by the school. In the event of a serious accident/injury, the school insurers will be informed.

ACCIDENT/INJURY

Introduction:

This policy was originally drafted in as a response to Health & Safety legislation. This policy applies to all users of the school premises and all school related activities.

Rationale:

The formulation of this policy enables our school to effectively;

- Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury;
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise;
- Ensure lines of communication with parents/guardians are in place if required;
- Activate a known plan of action with which all staff are familiar.

Roles and Responsibilities:

The overall responsibility for the day to day management of school supervision/routines rests with the Principal. The class teacher is responsible for classroom supervision and staff on yard duty are directly responsible for the supervision of pupils at break time. The school's Health and Safety Representative to the Board of Management is Mrs. Carmel McDaid.

School Ethos:

This policy re-enforces the elements of the school ethos which advocates providing a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

Aims/Objectives:

- To ensure the physical safety and well being of all staff and pupils;
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner;
- To provide training for staff with the effective use of outside expertise so that children have access to proper interventions;
- To comply with all legislation relating to safety and welfare at work.

Procedures:

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staffs are put at risk;

- A comprehensive school health and safety audit is carried out annually where hazards are identified and remedial measures are outlined
- The school is insured under Allianz Insurance;
- The Board of Management endeavours to provide first aid training on a regular basis.
- Staff have taken part in training in the correct use of the school fire extinguishers.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing trees, climbing goalposts, throwing stones, running fast in the Infant areas, engaging in “horseplay”, fighting etc. are subject to severe sanctions (see School Anti-Bullying and Discipline Policies)
- Certain procedures are in place in the event of accidents
- There is at least one staff member on yard duty at any one time. SNAs are also on duty on the yard.

Minor Accident/Injury on Yard

The injured party is initially looked after by the staff member on yard duty. If deemed necessary, the child will be taken to the ‘sick bay’ by a person appointed by the staff member on duty. The ‘sick bay’ is the classroom beside the yard (currently 3rd/4th Classroom). No medicines are administered but cuts are roughly cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are normally notified if it is deemed necessary.

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the administration office. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under intense observation until parents/guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.

Very Serious Injuries

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called.

Categories of Injury/School Procedures

In all cases of injury it is understood that there is at least one staff member on yard duty.

Minor Cuts and Bruises

Method:

- Roughly clean around cuts using antiseptic wipe, cleaning from the centre outwards
- Gloves are used at all times to reduce risk of spread of infection
- A check is carried out to locate small bodies which may be embedded in the wound
- Plaster, gauze or lint is placed on the wound
- Teacher observation is maintained
- Children are advised to show/tell parents

Sprains/Bruises

Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s are contacted
- Teacher observation is maintained

Faints and Shocks

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents
- The event is subsequently recorded in the Accident Book

Severe Bleeding

- Act instantly
- Set or lie the injured party down
- Press down on wound using gloves
- Lift (if possible) the injured part above the level of the heart
- Put a clean dressing over the wound and secure it firmly with a bandage
- If blood shows through the dressing then place another one over the first and bandage firmly
- Treat for shock
- **GET HELP!**
- Contact parents
- Call emergency services
- Record in accident book

Burns/Scalds

- Immediately remove child from danger area
- Cool burnt area with cold running water
- Remove rings etc. and other tight fitting accessories
- Do not remove objects stuck to skin
- In the event of a minor burn use a special burn gauze/burneze

Unconsciousness

- Ring for medical help
- Place child in recovery position
- Ring for parents
- Other children are kept away

Stings/Bites

- Antiseptic Spray is used for wasp/bee stings
- If case is serious, parent/s are contacted

Allergic Reactions

- Pupils who require epi-pens as per Administration of Medication requests will have these administered if necessary.

The First Aid Policy is based on collective teacher input. The staff member on yard duty is automatically assisted by others in the case of a serious injury.

Resources:

Three first aid boxes are located in the school. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Health and Safety Officer or some other designated staff member.

Record Keeping:

All accidents/injuries are recorded in the Accident Report Book which is located in the school administration office. One Accident Report Book covers all children in the school. The accident report form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc. Very serious injuries will be notified to the schools insurers. Relevant medical information on all pupils is requested at time of enrolment.

Evaluation:

The success of this policy is measured from set criteria;

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

ALCOHOL, TOBACCO AND DRUGS POLICY

Rationale

We believe that Teachers, Parents/Guardians, B.O.M. and the students need to work together and that co-operation is essential to the acceptance and implementation of the policy. It has been agreed that a Drug is 'any substance that can be used or misused and can change the way the body functions, mentally, physically and emotionally.

The school, being part of this community also acknowledges that it has an important role to play in drugs education both in terms of prevention and offering support to those who use drugs both legal and illegal.

This policy applies to Teachers, Parents/Guardians, Pupils and the B.O.M.

School Ethos

The school believes that the personal and social development of each member of the school community is important. Education flourishes in an environment where good relationships are encouraged, where people feel valued and respected and where there is genuine tolerance, fairness and support for those in difficulty.

This philosophy underpins and informs all the work we do and is central to this policy document.

The Use of Drugs in School

The school does not accept the possession, use or supply of drugs, alcohol and tobacco in the school, on school trips or in non-school time by any member of the school community. The only exception is for legitimate medicinal (essential long term) use and the school has to be informed by parent/guardian and must furnish, to the school, written verification from authorised medical personnel.

This policy is focussed on four key areas:

1. Alcohol, Tobacco and Drug Education Programmes
2. Managing drug related incidents
3. Training and Staff development
4. Monitoring, review and evaluation.

Aims

The school is committed to providing a comprehensive drug education programme for all students which will be incorporated into the SPHE programme currently running in the school.

- Our educational aims in relation to Drug Education are:
- To work with Parents.
- To increase the self-esteem and confidence of the young people.
- To equip young people with personal and social skills.
- To enable young people to make informed, healthy and responsible choices.
- To provide honest and age appropriate information on drugs.
- To minimise the harm caused by drug use by offering supportive interventions.

These aims will be met through the following actions:

- All teachers involved in SPHE will be given the opportunity to avail of training in group facilitation skills and personal development.
- Staff have completed a one-day in-service on the 'Walk Tall' programme.
- Further staff training will be facilitated under the D.E.S. SPHE programme and in-service days are provided as part of the revised curriculum.

Outside Speakers

We believe that trained teachers and appropriate outside speakers are in the best position to carry out drug education. Parents are informed when outside speakers visit the school to speak to the pupils regarding drug education.

Content

This school acknowledges that in all situations involving drugs, there needs to be a balance between the needs of the young person, the needs of the school community and the reputation of the school.

Listening, separating fact from myth and support will be our initial approach to the situation. Disciplinary procedures will be called in if school rules are broken and expulsion will only be an option when all else has failed. Procedures are in place to handle specific drug incidents.

Drug Incidents

The following are examples of a drug incident:

- Experimenting with solvents, tobacco and alcohol.
- Intoxication/unusual behaviour.
- Suspicion/rumour of drug use, possession or dealing.
- Disclosure by another person.
- Possession of a legal/illegal drug on the school premises or on a school related activity.
- Selling/supplying legal/illegal drugs.
- Person seeking help from member of staff.
- School grounds being used for drug activity
- Drug paraphernalia found on school property.

Assessing a drug incident

In all cases where there is no immediate danger to the young person/s, it is important to take time to assess the situation before responding.

A written recording procedure will be used. The procedure will ensure that a fair process of challenging the student about behaviour of concern is in place.

In situations of confirmed use/possession or supply, then all the details will be recorded and acted upon.

Managing a drug incident

It is important in all suspected or confirmed drug incidents that a limited number of people are involved in managing the incident. People will be informed on a 'need to know' basis.

The Principal, Drug Co-ordinator and person/s directly involved in the case will be informed and all written documentation will be held confidentially by the Principal.

Parents/B.O.M.

The school will inform the parents/guardians and the Chairperson of the B.O.M. or person acting on his behalf. This needs to be handled sensitively and, wherever possible, support offered to them. In the absence of parent/guardian support and co-operation, the matter would be passed onto B.O.M. to decide what further action to be taken.

Disciplinary Procedures

Drug incidents are complex and in situations where the school rules regarding drugs are broken, the sanctions and punishments will be implemented depending on the nature and severity of the offence. These will be consistent with school rules regarding other breaches of conduct.

Confidentiality

Teachers/Staff cannot offer total confidentiality to a young person who discloses drug involvement. We recognise the need for care in this area as the young person may be coming to the teacher/staff member because they trust him/her and need help. How this situation is handled will have an important bearing on the outcome. Information must remain private and only disclosed on a strict 'need to know' basis. The young person must be informed about what is happening and why.

The well being and welfare of the young person and the teacher/staff member must be the prime focus.

Media

The Chairperson of the B.O.M or the Principal will be the spokesperson and handle all media queries. The school will not comment on individual cases but will refer to the school policy and the procedures in place to manage any drug related incident.

Evaluation

Teachers, Parents/Guardians and B.O.M. will be involved in the evaluation of this policy.

- Three main areas of the policy we will evaluate are:
- Drug Education Programmes
- Managing Drug Related Incidents
- Parent/Guardian, Staff and Management Training and courses offered to the school community.

Review and Ratification

This Health & Safety policy was initially drawn up by the Principal and Staff and was ratified by the Board of Management. It is reviewed every four years. It was reviewed in November 2025 and ratified by the Board of Management on 1st December 2025.

This policy will be reviewed in November 2029.