



St. Brigid's Girls' National School

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18th May 2026

SICKNESS/INJURY AT SCHOOL **Policy**

- 1) In the event of a staff member taking ill at school, a taxi may be called for should the staff member request one. The Board of Management will pay the fare, providing a receipt is available. Staff members that take ill in school are asked to text/call the school Principal when they arrive safely at home/hospital.
- 2) If a child complains of being unwell during the school day, a parent or nominated adult may be contacted and informed that the child needs to be collected as soon as possible. Teachers to let the school secretary know through Aladdin to enable a phone call home to be made.
- 3) In the case of a parent or nominated adult not being available to collect a child or in the case of a parent/guardian/emergency contact not being contactable, the teacher should request that an Aladdin message is sent by the School Secretary informing the parents/guardians of the fact that their child has presented as being unwell in school that day/ or their child has complained of being unwell during the day and requesting that the Parents/Guardians make contact with the school secretary/school Principal.
- 4) When a parent or nominated adult takes a child from school early, that person must ensure that the child's early leaving is submitted in writing to the school through the Aladdin App. The secretary will call for the child using the school intercom.
- 5) If a child is sick or injured during class time it is the responsibility of the teacher to inform the parents/guardians. This may be done by:-
 - a) Teacher phoning parent or nominated adult
 - b) Teacher sending a note with a responsible child to the Secretary/ or Teacher sending a message through Aladdin to the school Secretary, requesting that the school secretary contact the child's parents/guardians & providing the secretary with details of the child's sickness/injury. The teacher should always follow up with the school secretary through Aladdin/ in person, to ensure that contact has been made with the Parents/Guardians.
- 6) A very sick or injured child, awaiting collection, will remain with her teacher during class time and with the "First Aid" teacher during the breaks. Only sick/injured children can be collected during office closures (10.30am – 10.45am & 12.30pm – 1.00pm). The first aid teacher should advise any other Parents/Guardians requesting early collections for their child, to return to the school office when it reopens at 10.45am or 1pm. Parents/Guardians are not permitted to wait on school grounds or in school reception while waiting for the offices to reopen. First Aid teachers/Yard teachers are not permitted to leave their supervision duty/first aid duty to retrieve children for early collection.
- 7) Children may not remain indoors during yard time unless in exceptional circumstances and written request provided to the school by Parents/Guardians.
- 8) First Aid will be administered as per guidelines in Appendix 1.
- 9) Currently the majority of Teachers and SNAs are first aid trained. First Aid training is due to be renewed in 2027/2028.

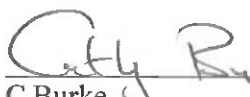
- 10) There are currently six staff members who have current defibrillator training. The six staff members are due to renew their defibrillator training in 2027/2028.
- 11) If a child presents with suspected cut on legs and she is wearing tights then the child is asked to pull down her own tights, she can be encouraged to use toilets to do this for her privacy. If child refuses to remove tights then she should not be encouraged further but this should be recorded on the First Aid clipboard and the injury should be left unattended. The First Aid teacher should inform the secretary and the school secretary should contact home to inform parents that the injury has not been attended to as per the reasons provided by the First Aid teacher.
- 12) Plasters may only be applied with permission. A list of children who should not have plasters applied is available to teachers on the inside of the First Aid box in reception. The school secretary ensures that the list is kept up to date each year.
- 13) All injuries reported by children should be treated and recorded on the first aid clipboard. The school secretary issues an Aladdin text message to all Parents/Guardians of children who have reported a head bump and received first aid, throughout the school day.
- 14) If a child on the yard claims to have or appears to have a serious injury (breakage, severe sprain, concussion, seizure etc.) teacher on duty MUST NOT MOVE the child but call for help immediately. A mobile phone/SNAs walkie talkies are available during yard-time. The injury will then be assessed and appropriate actions taken as deemed necessary for the safety and wellbeing of the child and all other children present.
- 15) An ambulance may be called in an emergency.
- 16) In the event of head injury steps, as per Appendix 1 will be followed by the supervising Teacher & Parents/Guardians will be notified by Aladdin message/phone call by the school secretary.
- 17) All accidents or incidents requiring first aid treatment will be recorded on the first aid clipboard and retained on file.
 - a) An incident report sheet is filled in by class teacher if accident occurs in class and the first aid clipboard is filled in by the teacher on "First Aid" duty if accident occurs on yard.
 - b) Serious incidents will be recorded on standard incident forms (available from the Secretary's office). All staff members present at the time of the incident should complete an incident report form. All completed incident report forms must be brought to the attention of the Principal/DP(if Principal is off site) on the day of the incident. Staff members must not delay in completing the incident report form and bringing it to the attention of the Principal. Staff members must not leave completed incident report forms in the secretary's office, the completed forms must be handed directly to the Principal (DP if Principal is off site) and gone through and signed at that time. The Principal(DP if Principal is off site) will bring the incident to the attention of the:
 - i. Board of Management
 - ii. Insurance Company
 - c) When a child receives professional medical assistance because of an accident or injury that occurred in school, the Health & Safety Authority must be notified through the HSA portal & the school insurer should be informed through the broker's office.

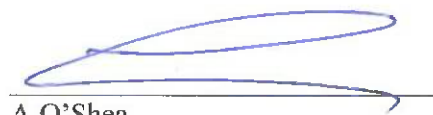
(d) If an injury occurred to a staff member that stops the injured party from performing his/her normal work for more than three consecutive days, excluding the day of the accident but including any days that may not have been working days, or in the case of pupils or any person who is not at work but who as a result of a school related accident suffers injury or condition, which results in that person requiring treatment from a registered medical practitioner or treatment in a hospital as an in-patient or an outpatient, then it shall be the duty of the Principal to notify the HSA through the HSA portal. The Principal must notify the school insurer through the broker's office.

18) There is a Health and Safety Statement for St. Brigid's. It is every staff member's responsibility to read this statement, complete provided training and act according to its recommendations. Mr Anthony Notaro is the Safety Officer on the Board of Management. The Health and Safety Statement operates in tandem with the school policy on Sickness/Injury at school.

19) St. Brigid's Girls School Sickness and Injury Policy will be followed in the event of sickness or injury occurring during extracurricular activities supervised by St. Brigid's staff members.

Ratified by the Board of Management of St. Brigid's GNS on 18th May 2026


C Burke
Board of Management, Chairperson


A O'Shea
Principal

Appendix 1: Guidelines for administering basic first aid

1. Minor cuts and grazes
 - Wear gloves at all times when cleaning wounds
 - Using sterile water and cotton wool/ gauze, clean the wound from the inside outward
 - Discard and use a fresh piece of cotton wool/ gauze until the wound is clean
 - If the wound remains open apply plaster or appropriate dressing

2. Control of significant or severe bleeding
 - Posture (position the patient sitting on floor or lying down)
 - Elevate (raise the injured area above the level of the heart)
 - Expose and Examine (Look for the source of bleeding)
 - Pressure (Apply pressure using bandage or pad)

3. Head injuries
 - Apply ice pack to the affected area for no more than 10 minutes, using the 20 seconds on/20 seconds off method.
 - In case of serious head injury monitor for signs of confusion, disorientation etc.
 - Parents/guardians must be informed in all cases by Aladdin text message/ phone call.

4. Fainting
 - Raise lower limbs (if lying) or put head between the knees (if seated)
 - Open windows, ensure adequate space and air
 - Monitor casualty

5. Sprains/ fractures
 - Immobilise the area using sling or bandage where possible
 - Look for signs of fracture (below)
 - Rest the injured area
 - Ice pack or cold compress to be applied
 - Compress the injury
 - Elevate to reduce swelling

Signs and symptoms of a fracture

- Swelling
- Pain
- Loss of movement
- Irregularity or deformity
- Numbness
- Tenderness
- Shock

For full details of first aid guidelines, or to treat more serious injury/ illness- consult manual located in the first aid box.