



Mercy Secondary School Kilbeggan

First Aid, Medical Needs and illness Policy and Procedures

Purpose

This policy sets out how we at Mercy Secondary School deliver First Aid and the roles and responsibilities of all staff in administering First Aid.

The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the school is intended to be of a temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when students arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

This Policy will be implemented in tandem with, and with reference to the current MSSK Child Safeguarding Statement and the Child Protection Procedures 2025 for Post Primary Schools.

Awareness of Medical Needs

- On our School's Enrolment Form, Parents are requested to inform the school of any medical condition or allergy from which their student may suffer.
- Relevant information is retained in the office
- It is the Parent's responsibility to notify the school of any changes in existing medical conditions.
- Any medical conditions or allergies will be added to the student's profile on VSWare and it is the responsibility of staff to familiarise themselves with the condition, the action to be taken if required and the location of inhalers, epi-pens, medication etc is in the front office.
- Any changes or additions to a student's medical condition must be given to the Principal and passed onto Teachers as soon as they are known. This is especially important when students with medical conditions join the school within the academic year.
- Staff's attention will be drawn towards any student with medical conditions and a reminder will be posted on VSWare.

- A file containing all class lists in the school and medical conditions relating to particular students will be held in the school office, and this will be shared discreetly and confidentially with all staff members.

Illness at School

- If a student is taken ill whilst in the classroom, the Teacher will assess the condition of the student and if they feel that the student needs to go home, they will send the student to the office with another student.
- The student will be assessed and parents contacted – it is the responsibility of the parent to decide if the student needs to go home or get further medical attention/assessment. If the parent cannot be contacted, the school will attempt to other an alternative contact as prioritised by the parent on the data collection sheet.
- If a Parent cannot be contacted, a voice mail message will be left, if that facility is available on their phone. An email will also be sent.
- In the event of not being able to contact a parent and where necessary, an ambulance may be called.

Administration of Medicines

- Mercy Secondary School Kilbeggan **does not administer** medicines to students, except for emergency use of an EPI-Pen.

Dealing with Common Illnesses and Infections

- Any student who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any student who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 24 hours.
- It is the responsibility of the Parent to ensure that the health and safety of everyone at school is considered when deciding when to return their student to school.
- The Parents of any student suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the student. If it is minor, they will be asked to seek advice about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections.

First Aid

- If a student suffers an injury, it will be assessed by the adult nearest to the student.
- All adults will be expected to deal with all instances of minor first aid.
- After assessment by the nearest adult, should it be deemed necessary the student may be brought to the office for further attention.
- Disposable surgical gloves must be worn at all times.
- A minor cut will be cleaned by a cotton pad, disinfectant and water.
- Hypoallergenic plasters to be used where bleeding hasn't stopped from applying pressure with cotton pad and to keep the wound clean from infection.
- An ice-pack or cold object may be applied in the event of a head bump.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the student following an injury, they must call 999/112.
- Students should only be taken to hospital by ambulance or directly by their Parents.
- Staff should not transport students to hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- First Aid boxes are brought to all school sporting events.
- After School Clubs will follow the same First Aid procedures.
- First Aid Boxes Located – School Office, First Aid Room, Practical Rooms, Science labs, Asgard Office and PE hall.

Informing Parents and Logging Injuries

- Parents will be informed of injuries through a phone call
- It is the responsibility of the attending adult to decide what is a "significant injury." They will make a common-sense judgement as any responsible Parent would, and take into account the specific needs of the student concerned.
- It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the Parent.
- **All serious injuries will be recorded on an Incident Form, and presented to the Health & Safety Officer**
- When informing Parents by phone, Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the Secretary has not been able to speak directly to Emergency Contact 1, then Emergency Contact 2 should be contacted and a voice message left if necessary. If no contact is made an ambulance may be called if necessary.

Provision for First Aid

- First Aid kits and defibrillators must be carried by the Teacher/supervising adult whenever they take students on sporting activities.
- All medical supplies will be monitored and replenished as necessary. All Staff are responsible for alerting the school office if they become aware that a particular First Aid Kit requires re-supplying.

Signed: ***Theresa Dunne***

Chairperson of Board of Management
Management

Date: **10th September 2026**

Signed: ***Garrett Farrell***

Principal/Secretary to the Board of

Date: **10th September 2026**