



St. Peter Apostle Junior National School

St. Peter Apostle Junior School



Health and Safety

Policy Summary Details

Policy Title:	Health and Safety Policy
Reviewed	June 2025
Date Ratified by BOM:	11 th June 2025



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Introduction

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It will be included in the Mandatory Policies section of Microsoft Teams and will be available from the School Website. It was ratified by the Board of Management on the 11th June 2025.

1 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 Statement. It represents the Board of Management (BOM)'s commitment to safety and health and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The BOM wishes to document their health and safety programme and make it available to all Staff, Parents and interested parties.

1.1 Mission statement and school vision

We in St. Peter Apostle Junior school believe in the potential of each child. As a staff we seek to ensure that all children in our care have equality of opportunity to derive positive outcomes from their educational experience. In doing so, we endeavour to create a safe, happy, respectful, and inclusive learning environment, where the diverse needs of all different types of learners are catered for. It is envisioned that by providing an all-inclusive approach to education that the children in our school shall reach their academic potential whilst developing the confidence and courage to be fair, kind, moral, tolerant and respectful when acting in the world.

We strive to realise vision by seeking to:

- Craft a caring, supportive, nurturing and stimulating environment in which children's social, emotional, spiritual and intellectual development is catered for,
- Develop children's interests, talents and hobbies by providing a wide range of learning experiences,
- Harness the collective talents of all staff to ensure that all children, irrespective of their medical status and/or special educational needs feel cherished and thrive in in dynamic educational settings,
- Provide tailored learning experiences for children who present with special educational needs (gifted or otherwise) by meeting children where they are at and building upon their strengths,
- Collaborate with colleagues and outside agencies to ensure focused and effective supports are in place to advance the social, emotional, and cognitive development of all the children in our care,
- Build strong and collaborative relationships with parents with a view to fine tuning and augmenting the supports that children receive in both the home and school,
- Promote a culture of inclusivity by ensuring that children across the school settings integrate as appropriate during tuition time, yard breaks and school events,
- Create an environment where all have freedom and opportunity to reach their full potential.



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1.2 Linkage of the policy to the school's vision and mission statement

In line with our Mission Statement, St. Peter Apostle J.N.S., strives to provide a well- ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management of our school 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 staff and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all staff members.

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 arrange for a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents 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.

1.3 Through this health and safety policy we aim to:

- Create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- Ensure understanding of the school's duty of care towards pupils
- Protect the school community from workplace accidents and ill health at work
- Outline procedures and practices in place to ensure safe systems of work
- Comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
- Provision of a safe workplace for all employees — Teachers, SNAs, Childcare Workers, Secretary, Caretaker, Bus Escort, Kitchen Staff, Cleaning Staff, etc.
- Provision of a safe environment for the pupils in order to guarantee their right to a full and rich education. Therefore, the B.O.M. reserves the right to remove any person/s who threatens or impedes that right. This Health and Safety Policy is in line with the school's Code of Behaviour. (See Code Of Behaviour)
- Safe access and egress routes.
- Safe handling and use of hazardous substances and equipment.
- Safe equipment including maintenance and use of appropriate guards.
- Provision of appropriate personal protective equipment.



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2 Policy statement on safety, health and welfare at work

2.1 Board members

The members of the Board of Management of St. Peter Apostle Junior National school are:

- Vivion Powney (Chairperson)
- Laura Hannon (Secretary)
- Debbie Wright (Treasurer)
- Joan Hughes
- Marie Duffy
- Kirsty McMuldrock
- Alan Brennan
- Nadine Dunne

2.1.1 The Board of Management will ensure that, in so far as 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.

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

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of the Code of Behaviour to all Teachers, S.N.A.s and Childcare Workers, and the timely review of same. Pupils with challenging behaviours will be provided with a Classroom Support Plan and extra resources will be available to these children where at all possible. Risk Assessments will be carried out for any children with behaviours of concern (See updated Behaviours of Concern policy June 2025)
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of all.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g., First Aid talks/demonstrations, Fire Equipment demonstrations etc.
- An annual review of this Health & Safety Statement and a log of issues raised and remediated. Annual Health & Safety risk assessment forms distributed by Health and



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Safety Rep. to all staff members and all repairs carried out by caretaker or outside contractor.

2.1.3 The Board of Management recognises that its statutory obligations under legislation extend to Staff, Pupils, and any person legitimately conducting school business and the public.

3 Consultation and information

It is the policy of the Board of Management to:

- Consult with staff in the preparation and completion of the Health and Safety Statement.
- Make available the Health & Safety Statement to all present and future staff.
- Convey any additional information or instructions regarding safety, health and welfare at work not contained in the document to all staff as it becomes available.
- Ensure that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

4 Hazards

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Any Hazard concerns should be reported to our caretaker who will act to rectify the matter in a timely manner.

4.1 Measures to counter fire hazards

It is the policy of the Board of Management of St. Peter Apostle Junior National School that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced and tested in accordance with the Fire Manual.
- Regular fire drills take place at least twice a year.
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Fire Escape Plans will be clearly visible to ensure visitors are aware of exit doors.
- Assembly areas are designated.
- Those leaving the building should let someone know.
- Use of Visitors Book.
- Exit signs are clearly marked.
- Fire action signage to be checked and in relevant place.
- Fire Manual to be kept and filled in on a daily/weekly/termly basis (as is deemed necessary) by Fire Marshall/Caretaker.
- Fire Manual to be stored in Fire Marshall's classroom or school office.
- The teacher in each classroom will be responsible for fire evacuation and fire drills procedures from their classroom.
- An API or APII has as one of its duties to act as Fire Manager and oversee the above aspects of the policy. Fire Safety Committee is established. Fire Marshall on each corridor. Evacuation Officer in each Assembly Point (Area A and Area B,C,D)
- For full details of fire evacuation procedures see Appendix 1 – Fire drill and evacuation Policy



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4.2 Measures to counter structural hazards

- The surface of some of the playing areas is uneven, rocky and potentially hazardous.
- Some classroom windows open out at head level.
- On occasions the vinyl surface of classrooms, hallways and toilets become slippery due to footfall and condensation in wet weather conditions and pose a risk. 'Wet Floor' signs to be used in these conditions.
- Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost, snow, ice and storms.
- During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school, e.g. Red weather alerts from Met Éireann.
- Staff are advised to reverse park in the car park (if safe to do so).
- Staff are required to use lidded cups/travel mugs when bringing hot fluids from kitchen area to classrooms.
- Caretaker to walk the perimeter of the school grounds regularly in search of any dangerous objects e.g. broken glass, syringes, debris after storms etc. which will then be safely removed.

4.3 Constant hazards

4.3.1 *Electrical appliances*

It is the policy of the Board of Management of St. Peter Apostle JNS, that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

4.3.2 *Chemicals*

It is the policy of the Board of Management of St. Peter Apostle JNS 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 provided for use when handling them.

4.3.3 *Drugs/medications*

In circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a Teacher, Childcare Worker or SNA may be requested to administer such medication, e.g. auto-adrenaline injector, asthma inhaler, anti-histamine. The procedure in such cases is included as Appendix 3. All required medications and equipment are made available for administration of medicine (See Appendix 3 – Management of Allergies/Medical Conditions. Administration and Storage of Medication)

4.3.4 *The code of behaviour*

The code of behaviour in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any staff members and pupils. A risk assessment will be written for any child who engages in behaviours of concern (See Behaviours of Concern Policy)

4.3.5 *Accidents and injuries*

However vigilant the school staff is in relation to pupil safety, accidents may happen and correct procedures in the event of accidents can prevent or minimise injuries. See Appendix 2 First Aid Policy



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4.3.6 Bullying

The Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the as well as the INTO publication '**Working Together: Procedures and Policies for Positive Staff Relations (2000)**' and our '**Dignity at Work Statement**'. There is also a school policy on Anti- Bullying relating to the pupils that reflects the Bí Cineálta Procedures to prevent and address Bullying Behaviour.

4.3.7 Access to employees is by consent

When an employee feels at risk from 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.

4.3.8 Trained first aid personnel

It is the policy of the Board of Management that:

- Four Employees will be trained to apply First Aid to pupils and other employees
- All required remedies and equipment are made available for first aid function,
- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff.
- See Appendix 2- First Aid Policy for further details

5. Other health and safety procedures

5.1 Educational visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat- belted coaches. We will aim for a ratio of ten pupils per adult (teacher, SNA or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

5.2 Visitors to the school

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the principal, or Caretaker/Secretary before initiating any work on the school premises. All outside facilitators, teachers, recognized therapists, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting. Visitors to the school ensure they sign in, in the Visitor's Book and wear a visitor's lanyard.

5.3 Wet days

On wet days, children will be supervised indoors. On wet mornings, pupils will be admitted into the school at 8.45 am. An SNA will be present in all infant classrooms, (where possible). 1st and 2nd class pupils will also be admitted into the school hall at 8.45 am on wet mornings. Members of the management team will supervise these classes. During breaks,



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the pupils stay in their classroom, where they read, draw, play board games, play with construction toys or watch the Smart Board. Where possible an SNA will be present in all infant classrooms. With 1st and 2nd classes, teachers rostered on yard duty will supervise each of the corridors. SNAs will be supervising in the rooms where they are working with a child with additional care needs.

6 Success criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

7 Roles and responsibility

7.1 Caretaker duties

- To take care of the premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings and equipment
- To be responsible for the opening and closing of the buildings as required
- Ensure that the school buildings are safe and secure at the end of the school day
- To keep the school premises, furniture and equipment secure
- To keep the school premises, furniture and fittings in a clean condition
- To keep all glass doors, windows, etc., in good condition and to carry out painting of walls, woodwork and window frames as directed by the principal
- To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year
- To keep in safe custody the keys for the school in the building and to ensure that no unauthorised person has access to any part of the building
- To set out and transfer as required, class materials, equipment and furniture, including preparation for Group Meetings and other after school events such as Croke Park hours
- To give such assistance as may be required outside the school building as directed by the principal
- To keep the school grounds in good order, including line marking, mowing, weeding, strimming and maintenance of paths, parking areas, and all access routes
- To open and close the school as directed by the principal
- To note and arrange for the receipt of furniture, equipment, food supplies, fuel, and other materials for general use
- To perform such similar duties as may be required and generally to carry out such duties as may be required from time to time by school staff
- To complete relevant documentation as required under Health and Safety legislation
- To complete logs in Fire Manual
- Distribute foods/lunches/snacks as required
- Carry out risk assessment of the school and advise principal of the same after bad weather events

7.2 Duties of all employees

1. It is the duty of every employee while at work:



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- (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.
 - (b) To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
 - (c) To use in such 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 and welfare while at work.
 - (d) To report to the Principal, Caretaker and Post Holder in charge of Health and Safety without unreasonable delay, any defects in the school building, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare 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.

7.4 Management and control of contractors

St. Peter Apostle JNS will seek to establish and maintain procedures for controlling safety and health aspects of contractor work. These include:

- Requesting the project manager to carry out a full safety and health pre-qualification procedure prior to a project going ahead.
- All contractors would be required to supply the school with their company health and safety policy.
- All contractors will be required to make known to the school who is the person working on the job that is in charge of ensuring the health and safety of their staff members.
- Contractors will have to provide evidence to the school that their public liability insurance is at a level that is acceptable to the standard set by DES.
- Contractors will be made aware that all Dept of Education requirements are to be strictly adhered to including ensuring that they have prepared an up-to-date safety statement for the project to be undertaken;
- A meeting will take place between school parties, contractor parties and project manager before a contract starts to discuss the health and safety aspects of the project and supply where necessary all appropriate documentation regarding the same
- The project manager will supply with a list of people who would need to be involved in any communication or decision making.
- The site safety rules will be discussed - this includes appointing a fire manager. Contractors are instructed as to where the escape routes are within the school. They are issued with the number of our fire alarm monitoring company and our digi number in



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case of a false alarm or if alarm needs to be turned off for work related purposes e.g. for electrical works.

- Tony, our caretaker's number will be given to all contractors and Tony as act as the default point of contact
- Tony our caretaker monitors the work of our contractors and where required will pointed out health and safety issues which may have arisen.
- Accident Report Sheets are always completed where an accident occurs with our own staff and if an accident occurs with an employee of a contractor. Any accident at work is reported to the Health and Safety Authority.

8 Timeframe for implementation

The revised policy will be implemented from 11th June 2025.

9 Timeframe for review

This policy is reviewed annually.

10 Responsibility for review

The BOM, in conjunction with the principal will be responsible for reviewing the policy.

11 Ratification and communication:

The Board of Management ratified this policy on 11/6/25

Viv. Powney
Vivion Powney
(Chairperson)

Date: 11/6/25

Laura Hannon
Laura Hannon
(Principal)

Date: 11/6/25



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Health and Safety Appendices



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Appendix 1

Fire drill and evacuation policy

Introduction

The fire drill/evacuation policy of St. Peter Apostle J.N.S. has been produced following a collaborative consultation process by staffs in response to changing circumstances in the school.

1 School mission statement and vision

We in St. Peter Apostle Junior school believe in the potential of each child. As a staff we seek to ensure that all children in our care have equality of opportunity to derive positive outcomes from their educational experience. In doing so, we endeavour to create a safe, happy, respectful, and inclusive learning environment, where the diverse needs of all different types of learners are catered for. It is envisioned that by providing an all-inclusive approach to education that the children in our school shall reach their academic potential whilst developing the confidence and courage to be fair, kind, moral, tolerant and respectful when acting in the world.

We strive to realise vision by seeking to:

- Craft a caring, supportive, nurturing and stimulating environment in which children's social, emotional, spiritual and intellectual development is catered for,
- Develop children's interests, talents and hobbies by providing a wide range of learning experiences,
- Harness the collective talents of all staff to ensure that all children, irrespective of their medical status and/or special educational needs feel cherished and thrive in in dynamic educational settings,
- Provide tailored learning experiences for children who present with special educational needs (gifted or otherwise) by meeting children where they are at and building upon their strengths,
- Collaborate with colleagues and outside agencies to ensure focused and effective supports are in place to advance the social, emotional, and cognitive development of all the children in our care,
- Build strong and collaborative relationships with parents with a view to fine tuning and augmenting the supports that children receive in both the home and school,
- Promote a culture of inclusivity by ensuring that children across the school settings integrate as appropriate during tuition time, yard breaks and school events,
- Create an environment where all have freedom and opportunity to reach their full potential.

1.1 Linkage of the policy to the school's vision and mission statement

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with those ideals.

2 Overall aims and objectives of the policy

2.1 Aims

Through the implementation of this policy, we aim to:



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- To prevent panic and to provide for the immediate, safe and efficient evacuation of students, staff and visitors in the event of a fire
- Have in place appropriate safety procedures which comply with the Health, Safety and Welfare at Work Act
- Ensure a safe school environment for all

2.2 Objectives

- To utilize outside agencies (local fire station, fire officer) for training and staff development, so as to enhance safety procedures
- To develop a tried and trusted framework which will ensure the safety of all school personnel in the event of a fire

3 Internal procedures in the event of a fire

In the event of a fire, the following steps must be taken;

- Activation of fire alarm
- In all classroom/resource areas, children are to stand up, push their chairs under the tables and calmly walk in a single file to the door
- All teachers must check the class toilets before vacating the room
- Close windows (if safe to do so)
- Each teacher will take the roll laminate for their own individual class with them
- Close classroom door and place the "Easy Single" yellow card on the outside door handle. This means that the classroom has been evacuated
- Teacher proceeds with class to the designated exit door (or nearest safe exit)
- Each class is to assemble at the allocated fire assembly point
- Each teacher will call the roll on reaching the fire assembly point
- SEN Teachers follow the same procedures (with the exception of the roll laminate) and bring their pupils to their respective class lines at their designated assembly points where it is safe to do so. Otherwise SEN teachers keep children with them but make sure to let class teacher or the Fire Marshall know. SEN Teachers line up at their own designated assembly point
- The Fire Marshalls do a "sweep" of corridor A, B, C and D
- All of the above "sweeps" are only carried out if safe to do so
- The secretary removes the Sign-in Book, the Sign-Out Laminate and the Visitor's Book from the building
- The Fire Manager removes the Fire Manual from the building
- Pupils and staff may only return to the building when permission has been given to do so
- The fire drill is to be carried out once a term
- A written account of the fire drill will be recorded by the Fire Marshall/Health and Safety Rep. outlining date, time, duration of fire drill and any issues arising. This will be communicated to the staff at the next staff meeting or earlier if necessary. Any technical difficulties involving the fire alarm/equipment/automatic doors etc. will be rectified by contacting the relevant contractors
- The fire drill will be logged in the Fire Manual by the Fire Marshall/Health and Safety Rep.



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4 Role and responsibilities

All teachers are responsible for the safety and wellbeing of the pupils in their care. The Principal has overall responsibility for ensuring proper procedures are in place. Fire drill schedules are part of the post of responsibility A.P.1/A.P.2 within the in-school management structure of St. Peter Apostle J.N.S

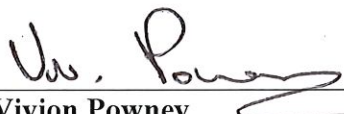
5 Evaluation

- Positive feedback from all stakeholders
- Maintaining safety standards
- Achieving a coordinated and orderly evacuation in the shortest time possible
- Yearly reviews

6 Implementation and review


This policy is reviewed and implemented in line with the annual review of the health and safety policy.

7 Ratification


Vivion Powney
(Chairperson)

Date:

11/6/25


Laura Hannon
(Principal)

Date:

11/6/25



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Appendix 2

First aid policy

The fire aid policy of St. Peter Apostle J.N.S. has been produced following a collaborative consultation process by staffs in response to changing circumstances in the school.

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1.1 Linkage of the policy to the school's vision and mission statement

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2 First aid responders

It is the policy of St. Peter Apostle Junior National school to have at least two trained First Aid Responders on staff.

First Aid Responder Certificates are displayed in the Staff Room.



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3 First aid station

First Aid Stations are located in the Junior and Senior yard. First Aid boxes are kept on both yards. Each box contains:

- Nitrile Gloves
- Baby Wipes
- Antiseptic wipes
- Hand sanitiser
- Sterile water
- Cotton wool
- Finger plasters
- Knee plasters
- First Aid Record Book/Minor Accidents Book
- Head Bump Notes
- Ice Packs are stored in the freezer in the staff room

4 Breaktime practices

The break times for St. Peter Apostle JNS are as follows: *Junior and Senior Infants* 10.15 -10.30 and 12.00 - 12.20, *First and Second Classes* 10.45 - 11.00 and 12.30 - 12.50, *Early Intervention* 11.00 - 11.20

During these breaks staff adhere to the following practices:

- The teachers and SNAs on yard duty assess any injuries/accidents that occur on yard and bring pupils to the First Aid Station for appropriate treatment/monitoring.
- Minimum First Aid is administered e.g. cuts and grazes are cleaned using antiseptic wipes and plasters are put on cuts. Head bumps are monitored. Nitrile gloves are used at all times.
- All minor accidents are recorded in the **First Aid/Minor Accidents Book** outlining date, child's name, a brief description of the injury and action taken.
- At the end of each break the Health and Safety Representative (F.A.R) where possible, assesses injuries.
- Children who have bumped their heads get a **Head Bump Note** signed by the Health and Safety Rep. to take home. It is sometimes hard to determine if a child's claim of a head bump is genuine. All efforts will be made to send home the note where there is evidence of a head bump, or the accident has been witnessed by a Staff Member.
- For more serious head bumps, the F.A.R., Secretary or Class Teacher phone the child's parent/guardian immediately and the necessary treatment/action is undertaken.
- For more serious injuries e.g., suspected sprains, fractures or heavy nosebleeds etc. the teacher or SNA dealing with the injury alert the F.A.R. immediately and the necessary treatment is administered by the F.A.R. as per First Aid Training Manual.
- An account of more serious accidents are recorded in the **Pupil Accident Book**, kept in Martha's room, outlining date, child's name, account of the accident and what treatment



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was administered as well as any other actions taken e.g. ambulance called, parents contacted, etc. This is recorded by the Health and Safety Rep. or the teacher who witnessed the accident.

- An **Employee/visitor Accident Book** is kept in the Martha's room. Details of any accident/injuries sustained by staff members are recorded here.
- For major accidents, it is the policy of this school to call an ambulance. The child's Parent/Guardian shall be notified directly to accompany the child. If that person cannot be reached, a Staff member from the school may accompany the child to the hospital and remain there until the parent/guardian is available.
- For injuries which occur in the classroom, the class teacher will get a F.A.R. to treat the injury. If the injury is minor, it is recorded in the First Aid/Minor Accidents Book. If the injury is of a more serious nature, it is recorded in the Pupil Accident Book, stored in Martha's room.
- A **Junior Yard First Aid Box** is located on Corridor A beside the Junior Yard. Any injuries sustained on the Junior Yard are assessed by the teacher on yard duty. Minor injuries, e.g. cuts/grazes etc. are treated at that First Aid Station by one of the S.N.A.s on the Junior Yard and recorded in the **Junior Yard First Aid /Minor Accidents Book**, at that station.
- More serious injuries are taken to see the F.A.R. and the same steps/procedures as previously outlined are followed.
- All records of accidents are kept as per the GDPR guidelines.
- There is a **First Aid Cabinet** in the Staff Room. This cabinet contains:-
 - Burn gel
 - Eye wash
 - Triangular Bandage
 - Thermal blanket
 - Spray for bites/stings
 - Scissors
 - Safety pins
 - Dressings of various sizes.
 - Steri Strips (temporary stitches)
- There is also a portable **First Aid Kit** stored in the staffroom and in the disabled toilet. This kit must be taken on all school tours and outings
- It is the responsibility of the Health and Safety Rep. to restock both First Aid Stations and the First Aid Cabinet as necessary.

5 A.E.D./Defibrillator

- There is an **A.E.D./ Defibrillator** stored inside the staffroom door in a special cabinet. Aspirin, mouth shields, a razor and a clothing shears are stored in this cabinet also.
- Currently, nine staff members are trained in how to use this A.E.D. A list of these staff members is displayed in the staffroom and inside the main door of the school. Relevant certificates are displayed beside the A.E.D.



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- The Health and Safety Rep. checks the green light on the A.E.D. once a week. The flashing green light indicates that the A.E.D is functioning.
- The 'Ciarán Carr Foundation' who supplied the A.E.D. contacts the school once every four years approximately, to remind the school that the A.E.D. batteries need replacing. It is the responsibility of the Health and Safety Rep. to purchase and replace these batteries. A sticker noting the expiry date of the batteries is also prominently displayed on the outside of the A.E.D. Cabinet.
- Vide Appendix four for further details regarding policy in relation to the use of the defibrillator

6 Records of staff training


- It is the responsibility of the Health and Safety Rep. to keep records of all training undertaken by staff members in Health and Safety eg. F.A.R., P.H.E.C., A.E.D., Fire Marshall, Buccolam administration etc. These records are stored in the Health and Safety Rep's classroom.

7 Implementation and review

This policy is reviewed and implemented in line with the annual review of the health and safety policy.

8 Ratification

 Date: 11/6/25
Vivion Powney
(Chairperson)

 Date: 11/6/25
Laura Hannon
(Principal)



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Appendix 3

Management of allergies/medical conditions. Administration and storage of medications.

The policy for managing medical conditions and medications has been produced following a collaborative consultation process by staff in St. Peter Apostle Junior National School in response to changing circumstances in the school.

1 School mission statement and vision

We in St. Peter Apostle Junior school believe in the potential of each child. As a staff we seek to ensure that all children in our care have equality of opportunity to derive positive outcomes from their educational experience. In doing so, we endeavour to create a safe, happy, respectful, and inclusive learning environment, where the diverse needs of all different types of learners are catered for. It is envisioned that by providing an all-inclusive approach to education that the children in our school shall reach their academic potential whilst developing the confidence and courage to be fair, kind, moral, tolerant and respectful when acting in the world.

We strive to realise vision by seeking to:

- Craft a caring, supportive, nurturing and stimulating environment in which children's social, emotional, spiritual and intellectual development is catered for,
- Develop children's interests, talents and hobbies by providing a wide range of learning experiences,
- Harness the collective talents of all staff to ensure that all children, irrespective of their medical status and/or special educational needs feel cherished and thrive in in dynamic educational settings,
- Provide tailored learning experiences for children who present with special educational needs (gifted or otherwise) by meeting children where they are at and building upon their strengths,
- Collaborate with colleagues and outside agencies to ensure focused and effective supports are in place to advance the social, emotional, and cognitive development of all the children in our care,
- Build strong and collaborative relationships with parents with a view to fine tuning and augmenting the supports that children receive in both the home and school,
- Promote a culture of inclusivity by ensuring that children across the school settings integrate as appropriate during tuition time, yard breaks and school events,
- Create an environment where all have freedom and opportunity to reach their full potential.

1.1 Linkage of the policy to the school's vision and mission statement

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with those ideals.



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2 Care plans for serious notified medical conditions

As a general rule, teachers will not be involved in the administration of medication to the pupils. There are, however, exceptional circumstances where there is an ongoing condition where treatment is necessitated. It is the duty of all parents/guardians to notify the school if their child has an allergy or medical condition. Once a medical condition has been notified to the school, a care plan will be drawn up

2.1 Drawing up a care plan for serious medical conditions

- The Health and Safety Rep. together with the child's parents/guardians draws up a '**Care Plan**' for the more serious life-threatening allergies/conditions. This plan outlines how to manage the allergy/condition in school by detailing:
 - A description of the allergy/condition
 - Signs and symptoms
 - Actions to be taken
 - Medication required, dosage, where it is stored
 - GP's Name and Address
 - Signatures of parents/guardians and Health and Safety Rep.
 - (*Vide* Appendix A for a sample template)
- The Care Plan is reviewed if there is any change to the child's allergy/condition. It is the parents/guardian's duty to inform the school of any changes to the child's condition or how it is managed.

3 Administration of medication forms

All parents/guardians who want emergency medication to be given to their child in school e.g. adrenalin in the form of an auto adrenalin injector under the brand name Anapen/EpiPen/Jext – asthma inhalers, antihistamine, etc. must sign a consent form (See Appendix B). This form details;

- a. -the child's name
 - b. -the allergy/condition
 - c. -circumstances under which the medication is to be administered
 - d. -the name of the medication
 - e. -the correct dosage
 - f. -Parents'/Guardians' contact details and signatures
 - g. -Health and safety Reps signature
 - h. -declaration of indemnity
- The school informs the Insurance Company that these medications are stored on the premises and of our intention of administer them.

4 Storage of medications

4.1 For auto-adrenaline injectors

Each child is required to have two – one to be stored safely in class in the teachers' drawer or a clearly labelled see through box (as some teachers' desks do not have drawers) and the second to be stored in the medicine cabinet in the main office.



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4.2 Asthma inhalers

Inhalers are stored in the child's schoolbag or in clearly labelled see through box with the child's name on it.

4.3 Antihistamine

Antihistamine is stored in the Medicine Cabinet in the main office or in clearly labelled see through box in the child's classroom.

4.4 Ritalin (Methylphenidate)

Ritalin (Methylphenidate) is stored in the Medicine Cabinet in the main office.

4.5 General practices for storing medication

- All medications stored in the medicine cabinet in the main office are clearly marked with the child's name, class teacher and expiry date.
- A list of expiry dates of medication is kept on the inside of the medicine cabinet.
- The Health and Safety Rep. will give parents/guardians a letter informing them that their child's medication is about to expire. (See Appendix C for a sample letter)
- It is the duty of parents/guardians to replace and dispose of all expired medications.
- Any other medications not listed here will be stored in either the Medicine Cabinet in the main office or in the drawer in the teacher's desk or in a clearly labelled see through box (for classrooms that do not have a desk and/or drawer) as appropriate.
- It is school policy not to administer Antibiotics/Calpol/Ibuprofen or other pain relief medications etc. If a parent wants these medications administered to their child, they must make a request to the office and make arrangements to come to the school and do so themselves.
- When a staff member gives medication to a child, or if the child is able to self-administer the medication (eg, Asthma Inhaler) , this must be recorded in the **Emergency Medication Provision School Record** Form included in the Class Information Folder (Red Folder) - see sample attached.

5 Communication of allergies/medical conditions of pupils to staff members

5.1 Class information folder (red folder)

At the start of each school year the Health and Safety Rep. compiles a Class Information Folder (Red Folder) for each class in Mainstream, Early Start and the ASD Class. Containing the following:

- Child's address and contact numbers
- Allergy/Medical Condition Alert Notices (photos of children attached)
- for children in the class
- Care Plans required by children in the class
- Completed Request for Administration of Medication Forms
- Letter of permission from parents to communicate details of their child's allergy/medical condition (See Appendix D)
- Template for recording any medications given by Class Teacher/SNA/Childcare Worker



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- In addition to the above, information regarding parents/guardians who have been denied access to their children under the Courts' System or who have partial access only, will be recorded here.
- This information is flagged on the Aladdin System using a Red Diamond symbol
- Teachers can also add the Class Split List, Lunch List, Reading Groups List and Maths Groups Lists to The Red Folder.
- The Class Information Folder (Red Folder) is kept on the teacher's desk or in a prominent place within the classroom. In the event of a teacher being absent, it provides all the relevant information needed by a substitute teacher or staff responsible for splitting the class between other classes.
- The Class Information Folders (Red Folders) are collected by the Health and Safety Rep. at the end of each school year. They are updated and passed on to the next class teacher at the start of the following school year.

6 Anaphylaxis

- For pupils with severe nut allergies who are prescribed an auto adrenaline injector eg. EpiPen/Anapen/Jext Pen – A 'No Nuts' sign will be displayed on the classroom door.
- Teachers must ensure that any rewards/treats or party foods consumed in the class do not contain nuts. This also applies to any cooking activities conducted in the class.
- School snacks/lunches are provided to all children. These snacks/ lunches do not contain nuts. If a child needs to bring their own snacks/ lunch to school due to dietary requirements, these snacks/lunches must **not** contain nuts. Parents/guardians of children in this situation must make a request to the office and submit a doctor's note.
- It is school policy that birthday cakes are not permitted in class (with the exception of Early Start). Teachers/Childcare Workers in Early Start must ensure that these cakes do not contain nuts.
- At the start of each school year, the Health and safety Rep. will give a demonstration on how to use an auto adrenaline injector using the various training pens to all staff members. There will be further demonstrations to the relevant staff members periodically throughout the year.
- All of the above measures are in place to protect children with severe nut allergies which could result in anaphylaxis.
- It is school policy that children do not eat food on yard during breaktimes. This is to protect against choking.

7 Practices surrounding the use of the school's defibrillator

1. The defibrillator will be stored in a cabinet on the wall inside the staffroom door.
2. A new cohort of the staff were trained in using the AED in March 2023. They include Mary Waters, Aoife Cassidy, Marie Duffy, Peter McNevin, Fiach Molloy, Elaine Dunne, Rena Campion and Laura French. They will undertake to check the defibrillator is in working order on a weekly basis during school terms. Training should be refreshed every one to two years. (Retraining will take place in Sept 2025 at the earliest opportunity)



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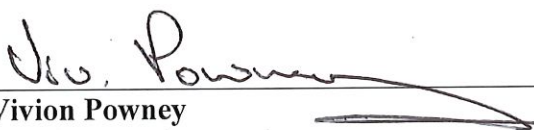
Marie Duffy, Linda Gilligan and Phil Kiernan received First Aid Responder treatment in early 2024. This included administering CPR and using a defibrillator.


3. The defibrillator will be used in the case of serious emergency, where an individual has stopped breathing, during school terms.
4. The following steps will be taken:
 - a. CPR will be administered while the defibrillator is being activated, and the emergency services are being contacted.
 - b. The defibrillator will be used on the individual.
 - c. Emergency services will take over on arrival.
5. Care will be taken that the defibrillator is ready for subsequent use.

8 Implementation and review

This policy is reviewed and implemented in line with the annual review of the health and safety policy.

9 Ratification

 Date: 11/6/25
Vivion Powney
(Chairperson)

 Date: 11/6/25
Laura Hannon
(Principal)



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Appendix A

Template for a Care Plan for children who need medication

Child's Name	School year	Class/room
Teacher	SNA	SET

Medical Condition

Symptoms

Actions To Be Taken

Medication

Expiry date



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Where is medication stored

G.P. details

Name:

Address:

Telephone:

Emergency contact details

1. Name

Phone:

2. Name:

Phone:

3. Name:

Phone:

Any other relevant information

Review Date _____

Signed
(Parent/Guardian) _____

Signed
(Parent?Guardian) _____



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Signed
(Teacher) _____

Signed
(Teacher) _____



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Appendix B

Request for Administration of Medication – Information and Consent

Child's name _____ Date of birth _____

Name of medication:

_____ Dosage _____

Under what circumstances should medication be given

Condition for which medication required _____

Other medication taken _____

My child CAN/ CANNOT self-administer this medication

G.P. name _____

G.P. Phone number _____

1st Emergency Contact _____ Mobile no _____

2nd Emergency Contact _____ Mobile no _____

I consent to staff members in the school to administer/supervise administration of



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_____, as prescribed, to my child

_____ under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school staff, and in the event of an emergency with the G.P. or other medical personnel. I also consent to the disclosure of this information to the school's insurers if required.

Signed _____ Date _____

Print name _____



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Appendix C

Sample letter for renewal of medication

Dear parent/guardian,

Your child _____'s medication _____ is due to expire on _____. Please supply the school with new in-date medication at your earliest convenience. Please collect and dispose of the old medication in the appropriate manner. Thank you for your co-operation.

Yours,

Aoife Cassidy

(Health and Safety Rep.)



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Appendix D

Letter of permission to communicate details of child's allergy/medical condition to staff members

Dear parents/guardians,

As part of the school's Health and Safety Policy and best practice, it is necessary to communicate details of your child's allergy/medical condition to staff members. This means that important details about your child's allergy/medical condition, medication (if applicable), procedure in the event of an emergency and your child's photo will need to be displayed in their classroom. In order to comply with GDPR requirements, it is necessary to get your written consent to do this. If you agree to do this, please fill in the section below and return it your child's teacher at your earliest convenience. If you have any queries in relation to this, you can contact me at aoife.cassidy@st.peterapostlejns.ie.

Yours,

Aoife Cassidy (Health and Safety Rep)

I give consent to have details of _____ allergy/medical condition displayed in St. Peter Apostle JNS.

Signed _____ parent/guardian

Date _____