



BALLYBAY KINDERGARTEN CLG

# FIRST AID POLICY

At Ballybay Kindergarten CLG, the safety, health, and well-being of all children, colleagues, and visitors are of paramount importance. This policy outlines the procedures and responsibilities regarding the provision of first aid within the preschool and primary school. The aim is to ensure that any injuries or health incidents are promptly and appropriately managed in accordance with Irish legislation and best practice guidelines.

## Legal framework

This policy is underwritten by the following:

Child Care Act 1991 (Early Years Services) Regulations 2016

Safety, Health and Welfare at Work Act 2005

Tusla Quality and Regulatory Framework (QRF)

First Aid Guidelines by the Health and Safety Authority (HSA)

## First aid personnel

At least one qualified First Aider is on-site at all times when children are present.

All staff are encouraged to undergo First Aid Responder (FAR) training certified by PHECC.

A record of first aid qualifications is kept and updated regularly.

## First aid kits

A fully stocked first aid box is provided with a contents checklist, easily identifiable and in a location which is known to all adults.

The first aid box will be checked and restocked on a term basis or by the first aider who uses the stock.

## Procedures for illness or injury

Immediate response:

The injured or ill child is assessed and given appropriate first aid by a qualified staff member.

Parental notification:

Parents/guardians are contacted immediately if the injury or illness is significant (e.g., head injury, fever, vomiting, allergic reaction).

A written Incident/Accident report is completed and signed by the staff member and parent/guardian.

Emergency services:

If needed, an ambulance will be called and a staff member will accompany the child to the hospital.

## **Recording and reporting**

All incidents requiring first aid are documented in a Incident/Accident report, which includes:

Date and time  
Name of child  
Nature of incident  
Action taken  
Signature of staff and parent

Serious incidents are reported to Tusla and/or the HSA as required.

## **Storage of medication and health care plans**

Prescribed medication is stored securely out of reach of children but accessible to staff.  
Individual Health Care Plans are maintained for children with ongoing medical needs (e.g., asthma, diabetes, allergies).

Staff are trained to administer medication as per parental and GP instructions.

## **Hygiene and infection control**

Gloves are worn when dealing with blood or bodily fluids.  
Hands are washed thoroughly before and after administering first aid.  
Contaminated materials are disposed of safely and hygienically.

This policy will be reviewed every 2 years, or as soon as practicable after there has been a material change in any matter to which the statement refers.

This policy was adopted by Ballybay Kindergarten CLG on this 12th day of July 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director, Company Secretary & Registered Provider

Signature: \_\_\_\_\_

Date: 12/07/2025

Version: 001