

School Accident/Injury Policy

Introduction:

This policy was drafted in January 2018 in order to have clear, precise procedures for all staff to follow in the event of accidents that occur during the school day. This policy will be used in the event of accidents that occur during any school related activity e.g., school tours or matches.

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 teachers on yard duty are directly responsible for the supervision of pupils at break time. The schools Health and Safety Officer is Ger Kelleher. The First Aid Officer is Maura Crowley. Fire Drill coordinator is Ger Kelleher.

School Ethos:

This policy re-enforces the elements of the school mission statement 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;

- The school has an extensive Health and Safety Statement whereby all hazards are identified and remedial measures are outlined
- The school is insured under Allianz Insurances and a 24 hour policy, underwritten by Allianz Insurances is available to all children.
- The provision of specialist first aid training for staff has been identified as a priority by Board of Management
- 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 Code of Behaviour Policies)
- Certain procedures are in place in the event of accidents
- There is at least one teacher and two adults on yard duty at any one time

Minor Accident/Injury

The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be taken to the 'sick bay' which is the computer/secretary's room. No medicines are administered but cuts are cleaned using cotton pads and water and bandages/plasters are applied if deemed appropriate. On days when the secretary is available she will attend to these minor injuries. Two pupils from the senior room will get Maura Crowley or another teacher if she is unavailable on days, when the secretary is not at school. The use of plastic gloves is advised at all times. Parents are notified if it is deemed necessary.

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the sick bay. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. A voicemail is left with parents/guardians if they cannot be contacted. The child is kept under observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible. Two pupils from senior room will inform Maura Crowley or another member of staff in the staffroom.

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. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. Parents are kept informed of developing situations.

Categories of Injury/School Procedures

Minor Cuts and Bruises

Method:

<https://www.stmoluasns.ie/>

In all cases of injury it is understood that there is at least one teacher on yard duty. The secretary or another teacher will treat the pupil while one teacher remains on the yard at all times.

- Clean around cuts using cotton pads/water, 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. Parents may be contacted if it is deemed necessary.
- In sports, helmets must be worn
- Minor accidents may be recorded in the school incident book.

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
- Sprains/Bruises may be recorded in the school incident book.

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 school accident book.

Severe Bleeding

- Act instantly – Go, Go, Go!
- 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
- If very serious contact casualty immediately
- Record in incident book

Burns/Scalds

- Immediately remove child from danger area

<https://www.stmoluasns.ie/>

- 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 water based cooling gel
- Contact parents
- Record in school incident book.

Unconsciousness

- Ring for medical help 999
- Contact parents
- Lay the child flat on the floor
- Check that air ways are clear
- Begin CPR
- Continue until the child is breathing or until services arrive
- Other children are kept away
- Record in school incident book

Stings/Bites

- Vinegar is used for wasp stings
- Bread soda is used for bee stings
- Contact parents if it is deemed appropriate.

The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury. Two pupils from the senior room will be sent to the staff room in order to get assistance from other available teachers.

Resources:

First aid supplies are located in a press in the computer/secretary's room. All staff are aware of this locations. Ice packs are kept in the fridge in the staffroom. First aid supplies are replenished when deemed necessary by the First Aid Officer or some other designated staff member.

Record Keeping:

All accidents/injuries are recorded in the Incident Report Book which is located in the principal's office. One incident Report Book covers all children in the school. Teachers are encouraged to keep a separate copy of incident reports relating to injuries sustained by children in their class. The incident report 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 - Special Incident Report Form. Relevant medical information on all pupils is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have.

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

Ratification:

This revised policy was ratified by the Board of Management in