

SN Baile Mhic Adaim

School Accident / Injury Policy

Introduction

This policy was originally drafted in 2005 as a response to newly enacted Health & Safety legislation. It was re-drafted in 2011-12 by the whole school staff and coordinated by the Deputy Principal and this revised policy applies to all users of the school premises and all school related activities. A separate contract has been devised covering external agencies using the school premises outside of school hours.

This policy was reviewed in February 2021 by the staff and ratified by the Board of Management.

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 if an incident occurs 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 school's Health and Safety Officer is the Principal Teacher and the First Aid Officer is the Deputy Principal. The Fire Drill coordinator is the Principal.

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 staff development and 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 child or staff is put at risk.

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined, if required.
- The school is insured under **Allianz** and a 24-hour Pupil Personal Accident Policy is in place for all children, also under Allianz.
- The Deputy Principal has undertaken a specialist First Aid Training Course (Childcare First Aid by Safety Ireland). (February 2020)
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing, lifting and swinging one another, carrying one another on their backs and rough play are subject to severe sanctions (see School Anti-Bullying and Discipline Policies)
- Certain procedures are in place in the event of accidents
- There is at least one teacher on yard duty at any one time

Minor Accident/Injury

The teacher on yard duty initially looks after the injured party. If deemed necessary, the child will be taken to the 'sick bay', which is near the front door. No medicines are administered but cuts are cleaned with anti septic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified as a matter of protocol.

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. The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.

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:

In all cases of injury, it is understood that there is at least one teacher and the SNA on yard duty.

- Clean around cuts using antiseptic wipe/cloth or a cotton pad and 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.

Sprains/Bruises

Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented.
- If in doubt, a parent/guardian is contacted.
- Teacher observation is maintained.

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 Accident Book.

Severe Bleeding

- Act instantly.
- 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 the Casualty Department of a hospital immediately.
- Record in accident book.

Burns/Scalds

- Immediately remove child from danger area.
- Cool burnt area with cold running water for 10 minutes.
- Remove rings etc. and other tight fitting accessories.
- Do not remove objects stuck to skin.
- In the event of a minor burn, use a special burn gauze/Burneze.

Unconsciousness

- Ring for medical help.
- Place child in recovery position.
- Ring for parents.
- Check for broken bones, neck or back injury.
- If subject is not breathing, artificial respiration is applied.
- Other children are kept away.

Stings/Bites

- "Sting Eze" is applied in the case of stings or bites.
- If case is serious, a parent is contacted.

The First Aid Policy is based on collective teacher input. Others automatically assist the teacher on yard duty in the case of a serious injury.

Resources

First Aid Boxes are located near the front door and the Teachers' bathroom of the school. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Health and Safety Officer or some other designated staff member. Ice packs and cloths are kept in the fridge in the staffroom.

Epi-pens are clearly labeled with the child's name. It is the parent's responsibility to ensure epi-pens are in date.

Portable First Aid Kit

If a teacher is bringing a class or team on a trip or two a sports event then they will bring a first aid kits that includes instant ice packs and water, cotton wool pads and plasters.

Record Keeping

All accidents / injuries are recorded in the Accident Report Book, which is located in the staff room. One Accident Report Book covers all children in the school. The accident report form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstances of the accident, procedures followed by staff etc. Very serious injuries will be notified to the Schools Insurers on the special Incident Report Form.

Relevant medical information on all pupils is obtained at time of enrolment on a special section of the schools enrolment form. 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 as follows:

- Maintaining a relatively accident free school environment;
- Positive feedback from staff, parents, children;
- Yard observation of behaviour by all staff engaged in supervision duties;
- Monitoring and evaluation at staff meetings.

Roles and Responsibilities

All stakeholders involved in the education of pupils will take responsibility for implementing the policy.

Implementation Date

This policy was initially implemented in 2005.

Timetable for Review

This policy will be reviewed every three years.

Ratification and Communication

This revised policy was ratified by the Board of Management on the 17th February, 2021.

Signed:

Mr. Donal O’Sullivan

Martin Lynch

Chairman BOM

Principal

Date: 17/02/2021

17/02/2021