



Accident/Injury Policy

Introduction:

This policy was originally drafted on 2nd May 2015 and applies to all users of the school premises and all school related activities. External agencies using the school premises outside of school hours must provide their own Health and Safety Statement and are requested to do so as a pre-requisite to using the school.

Rationale:

The formulation of this policy enables our school to effectively:

- Provide for the immediate needs and requirements of students and staff 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/next of kin 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 school's Board of Management are responsible for appointing the Health and Safety Officer and the Principal is responsible for ensuring that more than one active teacher has successfully completed an officially recognised First Aid Course. The Principal is responsible for liaising with the Principal of the Infant Girls' school to arrange fire drills.

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 wellbeing 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 staff are put at risk:

- A comprehensive school Safety Statement has been recently revised whereby hazards are identified and remedial measures are outlined
- The school is insured by Allianz Insurance and a 24 hour policy, underwritten by the school's insurers is in place for 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 – see Code of Behaviour Policy
- Certain procedures are in place in the event of accidents
- Two Teachers act as yard supervisors (assisted by SNA's as required)
- On exceptional occasions, one Teacher supervises and is accompanied by an SNA/Classroom Assistant/Secretary as second supervisor
- If a girl is attending school and requires the use of crutches, she will remain in her classroom (with another girl), for small break under the supervision of a teacher. She will be escorted to the "sick bay area" outside the staffroom for big break

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 outside the secretary's office or the staff room. No medicines are administered but cuts are cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified, if appropriate 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/guardians are kept informed of developing situations.

Categories of Injury/School Procedures

Minor Cuts and Bruises

In the event of a minor cut and/or bruise the following measures will be taken:

- Clean around cuts using antiseptic wipe/cloth, 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 may be placed on the wound if appropriate
- Teacher observation is maintained
- Children are advised to show/tell parents/guardians
- In Gaelic Football matches gum-shields are obligatory
- For cycling training helmets must be worn

Sprains/Bruises

In the event of a sprain/bruise the following measures will be taken:

- Implement the process of rest, ice, compress and elevate (RICE)
- If in doubt, parents/guardians are contacted
- Teacher observation is maintained

Faints and Shocks

In the event of a faint or shock the following measures will be taken:

- 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/guardians
- Record in the Accident Book

Severe Bleeding

In the event of severe bleeding the following measures will be taken:

- 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
- Do NOT use a tourniquet
- Do NOT remove an impaled object
- Do NOT remove a dressing once it has been put in place
- Treat for shock
- **GET HELP!**
- Contact parents/guardians

- If very serious, contact the emergency services and request an ambulance immediately
- Record in the Accident Book

Burns/Scalds

In the event of burns/scalds the following measures will be taken:

- Immediately remove child from danger area
- 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 a special burn gauze/burneze

Unconsciousness

In the event of unconsciousness the following measures will be taken:

- 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
- Record in the Accident Book

Head Injuries

All head injuries are potentially serious. In the event of a head injury the following measures will be taken:

- Treat as appropriate for either bruising or bleeding
- In addition observe the child carefully looking out for signs of concussion such as double vision, blurred vision, inability to focus, dizziness, inability to respond appropriately to simple questions, nausea, pallor, clamminess
- If in any doubt contact parents/guardians
- If very serious, contact the emergency services and request an ambulance immediately

Eye Injuries

In the event of an eye injury the following measures will be taken:

- If there is something in the eye the eye may be irrigated with water
- For bruising/ black eye a cold compress/icepack may relieve pain and reduce swelling
- If there is cause for concern both eyes should be covered with a loose sterile dressing and medical help should be sought promptly
- Parents/guardians should be contacted.

Nose Bleeds

In the event of a nose bleed the following measures will be taken:

- Do NOT tilt the head back
- Pinch the casualty's nose just below the bridge and apply constant pressure for at least 10 minutes
- Seek medical help and contact parents/guardians if the bleed continues for more than 30 minutes

Stings/Bites

In the event of stings/bites the following measures will be taken:

- Vinegar is used for wasp stings
- Bread soda is used for bee stings
- If case is serious, parents/guardians are contacted

The teacher on yard duty is automatically assisted by others in the case of a serious injury.

Resources:

At least one first aid box is located in close proximity to every 3 classrooms. 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.

Record Keeping:

All non-minor 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. Each entry in the Accident Report Book lists date and time of accident, injured party's name, name of person reporting the incident, names of witnesses, nature of injuries, a brief description of the circumstance of the incident, procedures followed by staff etc. Very serious injuries will be notified to the schools insurers. Relevant medical information (including allergies) on all pupils is requested from parents/guardians at time of enrolment and they are requested to update the school if their situation changes.

Contact Numbers:

Contact numbers for pupils' parents/guardians are requested as part of the enrolment process and at the start of each school year parents/guardians are requested to provide any updates.

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
- Accurate and complete records kept in the Accident Report Book

Ratification:

This revised policy was ratified by the Board of Management on 8th June 2015.