

St. Tola's N.S.

School Accident/Injury Policy

Introduction:

This policy was originally drafted in 2014 as a response to newly enacted Health & Safety legislation. It was re-drafted in April 2016 by the whole school staff and this revised policy applies to all users of the school premises and all school related activities.

Rationale:

The formulation of this policy enables our school to effectively;

- Provide for the immediate needs and requirements of pupils 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 the teachers on yard duty are directly responsible for the supervision of pupils at break time. The school's Health and Safety Officer is Ms. Smyth. The First Aid Officer is Ms. Higgins. Fire Drill coordinator is Ms. Smyth.

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 child or staff member is put at risk;

- A comprehensive school Safety Statement is in place 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 offered to all children

- All staff have received Early Years First Aid training (October 2016) and this training will be updated again in October 2018.
- 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 Discipline Policies)
- Specific procedures are in place in the event of accidents – see Early Years First Aid Handbook (a copy of this handbook is available in the First Aid bag)
- There are at least 2 teachers and 2 adults (SNA Staff) on yard duty at all times.

Minor Accident/Injury

The injured party is initially looked after by the teacher/ SNA on yard duty. If deemed necessary, the child will be taken to the 'sick bay' beside the Staff Room. 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. Injuries are recorded in the 'Yard Book'

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the sick bay area or may be attended to on the accident site. The attending teacher or SNA will ensure the area is safe and will then attend to the injured person. 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, a 999 call is made and 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 but this will only be acted upon in extreme emergencies and ONLY after the hospital/ ambulance staff have advised to do so e.g. if no ambulance is available. 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 on yard duty.

- 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, gauze or lint is placed on the wound
- Teacher observation is maintained
- Children are advised to show/tell parents
- In sports, helmets and gum shields must be worn

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

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 – 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 accident book

Burns/Scalds

- 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 – Call 999 Immediately

- Ring for medical help
- Place child in recovery position only if safe to do so
- Ring for parents immediately
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied (CPR)
- Other children are kept away

Stings/Bites

- Vinegar is used for wasp stings
- Bread soda is used for bee stings
- If case is serious, (i.e. an epi-pen required) a 999 call is made and parent/s are contacted immediately

The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by all other teachers in the case of a serious injury.

Resources:

Three first aid boxes are located in strategic areas 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 (School Secretary).

Record Keeping:

All accidents/injuries are recorded in the Accident Report Book (Yard Book) which is located in the staff room. One Accident Report Book covers all children in the school. Teachers are required to keep a separate copy of accident report forms (Appended) relating to injuries sustained by children in their class. The accident report form 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 June 2016

Signed Board of Management, Fr. Heaney

Principal: Fidelma Gaffney

APPENDIX 1

ACCIDENT REPORT FORM

The following particulars of all accidents must immediately be reported to the
Chairperson of the Board of Management

Query

Reply

Place where accident occurred: _____.

Date and time of accident: _____.

State cause of accident: _____.

Give detail account of accident: _____.

_____.

_____.

Did the injured person cease class/ work? _____.

Name & address of injured person: _____.

_____.

Name & address of witness to accident: _____.

_____.

Signature of person in charge at time when accident occurred:

_____.

_____.

Signature of the Principal/ Deputy Principal: _____.

Date: _____.

The Insurance Company issues its own Report form.
Copies of these are available from the office.