



## School Accident/Injury Policy 2021

### Aims of the policy

The formulation of this policy enables our school to effectively;

- Ensure the physical safety and well-being of all staff and pupils
- Develop a framework of procedures whereby all injuries, minor and serious are dealt with in a competent and safe manner
- Provide training for staff with the effective use of outside expertise so that children have access to proper interventions
- Comply with all legislation relating to safety and welfare at work
- 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

### Roles and Responsibilities:

The overall responsibility for the day to day management of school supervision /routines rests with the Principal. The class teachers and SNAs are responsible for classroom and yard supervision.

The Health and Safety Officer is: **Caoimhe Cunningham** (Deputy Principal)

The First Aid Officer is: **Caoimhe Cunningham**

The Fire Drill coordinator is: **Caoimhe Cunningham.**

### 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.

### 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 Board of Management commissioned Miles McHugh to conduct a full safety audit in 2017. They reported in December 2017 with a comprehensive review and

concluding Safety Statement with full identification of all hazards and an outline of remedial measures

- The school is insured under Allianz and personal cover for all school activities also underwritten by Allianz is also in place for all children
- The provision of 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 "mess play", fighting etc. 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 and five SNAs on yard duty at any one time.

### Minor Accident/Injury

- The injured child is initially looked after by an SNA on yard duty
- No medicines are administered but cuts are cleaned with water and bandages/plasters applied if deemed appropriate
- The use of plastic gloves is advised at all times.
- Parents/guardians are notified (incident report is sent home)

### More Serious Accidents/Injuries

If considered safe to do so, the injured child is taken to their classroom or another quiet room, if not considered safe to move a request for Ambulance assistance is made by dialing 999 or 112. Parents/guardians are alerted and informed at the same time.

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, In the event of a very serious injury, an immediate request is made for Ambulance assistance by dialing 999 or 112 and the parents/guardians alerted and informed at the same time.
  - On a very rare occasion, if no Ambulance was available staff may agree with Ambulance Control that taking the child to the nearest Emergency Department in a private car is a more prudent option if the injury is deemed to be life threatening.
  - Parents/guardians are kept informed of developing situations.

### Categories of Injury/School Procedures Minor Cuts and Bruises

- Clean around cuts using water, cleaning from the centre outwards
- Gloves are used at all times to reduce risk of spread of infection
- Plaster may be placed on the wound if deemed appropriate

- SNA/teacher observation of child is maintained
- Children are advised to show/tell parents/guardians. Teacher/SNA also inform parents/guardians by incident report or phone call if necessary.
- A record of the accident and injury is also copied in the incident book
- Each class teacher has an incident book in their classroom
- Children may not be sent home unless the incident report is signed by the Principal/Deputy Principal/Post Holder
- Children may not be sent home unless they have a temperature of 38 degrees or more

### Sprains/Bruises

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented with the exception of head injuries.
- If in doubt, parents/guardians are informed immediately by phone call and/or later with an incident report
- Teacher observation is maintained

### Faints and Shocks

If unconscious, make sure the casualty is placed in the recovery position. Remain with the casualty ensuring that an open airway is maintained until further medical assistance arrives.

If conscious, lay the casualty down gently.

- 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 incident book

### Severe Bleeding

Act instantly, call for Ambulance assistance by dialing 999/112 and stop the bleeding by putting direct pressure on the wound.

Sit or lie the person down if safe to do so.

Cover the wound with a sterile dressing and secure firmly with a bandage.

If possible, elevate the injured limb 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
- Contact parents/guardians
- If very serious contact casualty immediately

- Record in incident book

### Burns/Scalds

- Immediately remove child from danger area
- Cool burnt area with tepid running water/immerse burn in tepid water or apply a cool, wet compress until the pain eases
- Remove rings etc. and other tight fitting accessories if appropriate
- Do not remove objects stuck to skin

### Unconsciousness

Dial 999/112 for Ambulance assistance immediately.

Place the casualty in the recovery position ensuring an open airway and remain with casualty until further medical assistance arrives.

- Ring for parents
- If subject is not breathing, artificial respiration is applied

### Stings/Bites

Ensure the casualty is in a safe area.

Be aware of an allergic reaction by the casualty.

If the casualty goes into shock, dial 999/112 for Ambulance assistance immediately.

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

### First Aid Boxes

There is a first aid box in each of the four buildings of the school.

- |                           |                                 |
|---------------------------|---------------------------------|
| <b>1. Main Building</b>   | <b>Outside room 2</b>           |
| <b>2. Middle Building</b> | <b>Photocopying room</b>        |
| <b>3. End Building</b>    | <b>Woodwork room</b>            |
| <b>4. Two Storey</b>      | <b>Deputy Principal Room 13</b> |

All staff are advised to familiarize themselves with the location of the box in the building in which they work. They are replenished when deemed necessary by the Health and Safety Officer or another delegated staff member.

### Record Keeping:

All accidents/injuries are recorded in the Incident Report Form, every teacher has one. The 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 policy was revised and reviewed by staff members and all new members of staff briefed on procedures during October 2021.

It was ratified by the Board of Management in November 2021 and will be reviewed in January 2023 or beforehand if necessary.

Signed: \_\_\_\_\_

*Patrick McCreanor*

Patrick McCreanor Chairperson

Date: \_\_\_\_\_

*19/11/21*