

Accident and Injury Policy

Introductory Statement

This policy emanates from the school's Vision 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.

Vision and Aims

Safety of pupils and staff and visitors 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 and

- To ensure the physical safety and wellbeing of all staff, pupils and visitors
- To develop a framework of procedures and resources whereby all injuries are dealt with in a timely, 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
- Ensure lines of communication with parents/guardians are in place as required
- Activate a known plan of action with which all staff are familiar

Roles and Responsibilities

This 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.)

The Board of Management is responsible for ensuring, as far as is reasonably possible, the safety, health and welfare of those who are in any way affected by the work or activities of the school.

The overall responsibility for the day to day management of school supervision /routines rests with the Principal. This particular policy is the responsibility of the Deputy Principal.

The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break times.

The Safety Squad consists of pupils from 5th class who assist the teacher(s) during break times.

Our medical officer is Dr. Damian Rutledge and he is available for advice as necessary.

Organisational Planning and Resources

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined
- The school is insured and a 24-hour policy, is in place for all children
- First aid training, tailored to children and the school environment is provided for teaching staff by the Board of Management and renewed on a 2 yearly basis.
- 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)

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- There are 3 teachers on yard/hall duty at each break.
- Additional help is quickly available to all classes/play areas as needed.
- First aid boxes are located in the kitchenette and a smaller one in the staff room and office. All staff are aware of these locations. There is also a travel First Aid kit for outings and sports fixtures off site.
- The contents of such boxes are replenished as necessary by staff.

Contents include:

1. Gloves
 2. Plasters
 3. Cotton wool
 4. Non adherent dressings
 5. Adhesive tape
 6. Water
 7. Sterile water vials
 8. Record forms
 9. Pen
 10. Scissors
 11. Sling
 12. Thermal blanket
- *Resources include disposable gloves which must be used in all incidents where there is a risk of contact with any bodily fluids.*
 - Adequate hygiene facilities for hand washing and disposal of waste.
 - Up to date contact information for parents/guardians is kept on Aladdin and class contact sheet.

Implementation

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 Safety Squad area in the playground.

No medicines are administered but cuts are cleaned, and bandages/plasters applied if deemed appropriate.

Parents are notified as a matter of protocol by means of a First Aid note the child receives immediately.

More Serious Accidents/Injuries

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, an ambulance is called, and parents/guardians are immediately contacted.

The child is kept under intense observation with the emphasis on making the child as comfortable and as settled as possible.

Parents are kept informed of developing situations.

A member of staff is designated to go to the gate to guide the Ambulance in immediately.

If parents/guardians are not available a member of staff will accompany the child in the ambulance, usually the Principal.

Assessment and record keeping

All accidents/injuries are recorded on a custom Accident Form and the slip at the bottom of the page is given to the child to take home. When a batch of forms is complete, it is given to Ms. Reid to put in the Accident folder, which is located in the office. One Accident Report Book covers all children in the school. Teachers are encouraged to keep a separate copy of accident report forms relating to injuries sustained by children in their class.

The accident report form lists date and time of accident, 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 school's insurers - Special Incident Report Form.

Relevant medical information on all pupils is obtained at time of enrolment and is updated every year. Parents are required to list allergies and other medical conditions their child may have and to provide current prescriptions, consent, and indemnity for staff if their child require prescribed medication in school.

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 Teachers' meetings and Staff meetings

Ratified by BOM on _____

Signed: _____

Review Date as required and based on input from the staff, parents, pupils and Board of Management.

Appendix 1

Guidelines

Minor Cuts and Bruises

In all cases of injury it is understood that at least one of the teachers on yard duty is responsible for First Aid at that time.

- Clean around cuts using, 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 parents the First Aid Slip they receive.
- In sports, gum shields must be worn for Football and the correct footwear for P.E. of any sort.

Sprains/Bruises

- In the event of a sprain/bruise, the process of R.I.C.E. rest, ice, compress and elevate is implemented
- 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 recorded on an Accident Form

Severe Bleeding

- **GET HELP!**
- Call for ambulance
- 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
- Contact parents
- Record as usual

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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

Unconsciousness

- Ring for medical help
- Place child in recovery position
- Ring for parents
- If subject is not breathing, artificial respiration is applied
- Other children are kept away

Stings/Bites

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

Anaphyllaxis

See Administration of Medicines Policy

Name: _____ Class: _____

Date: _____ Time: _____ See child's address in class Contact Sheets

Activity: a.m. break [] Lunch [] P.E. [] after School Activity []

Location: Class Room [] Playground [] Hall [] Toilet [] Corridor []

Other _____

Nature of accident or illness

Fall [] Trip [] Squabble [] Collision [] Ball injury []

Other: _____

CUT [] BRUISE [] GRAZE [] SPRAIN []

To left/right: Foot - Ankle - Shin - Knee - Thigh - Hip -
Shoulder - Back - Arm - Elbow - Hand - Wrist - Finger -
Head _____ Eye - Nose - Neck - Ear - Mouth

NOSEBLEED [] FAINT/FEELING FAINT [] TOOTHACHE []
EARACHE [] NAUSEA [] VOMITING [] HEADACHE []
FEVERISH [] OTHER: _____

Stop work play ~ **YES NO** Parent/guardian contacted ~ **YES NO**

Ambulance or doctor called ~ **YES NO**

Note: unsuitable footwear as advised on school policy **YES NO**

Teacher on Duty _____ Principal _____

Dear Parent/Guardian, Date: _____

_____ experienced a minor accident in school today and was treated according to the school policy on First Aid, You are advised to check on this at home and monitor it.

Suitable footwear as advised on school policy **YES [] NO []**

Ms. M. E. Price
Principal

Ms J. Henry
Chairperson