



St. Nicholas' NS, Adare

Policy on Accident, Injury and Illness

Introduction

The policy was originally drafted to provide guidance to staff members for possible accidents or injuries in the school. It was agreed upon the whole school staff and was ratified by the Board of Management.

This policy relates 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 or 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 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 Health and Safety Officer is the teachers' rep on the Board of Management. The fire Drill coordinator is the principal Tanya Brown.

School Ethos:

This policy re-enforces the school's ethos by ensuring the continued provision of 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 – see also Safety Statement

- 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 the pupils and staff is a priority for the BOM, and robust measures have been put in place to ensure no children or staff members are put at risk.

A comprehensive school Safety Statement is in place whereby all hazards are identified and remedial measures outlined

The school is insured under Ecclesiastical Insurance and a number of pupils are insured by their parents under the Alliance School Scheme

First Aid Training is made available for all staff every 5 years. The most recent training was October 2023.

Each classroom teacher regularly instructs his/her class on issues relating to safety in the class and yard. Dangerous practices such as climbing fences, throwing stones and engaging in 'horseplay', fighting etc are subject to severe sanctions (See Code of Behaviour)

There is at least one teacher and one SNA on yard duty at any one time.

Illness

Teachers are not qualified medics. Staff act 'in loco parentis' in all accident, injury or illness situations. It is the policy of the school to over-inform rather than under-inform parents when it comes to illness and injuries.

Teachers will advise parents/guardians as much as possible over the phone if they feel the child needs to go home.

It is the responsibility of parents/guardians to inform the school if the child was slightly unwell before school. Children who are sick should remain home until they are appropriately recovered to avoid recurrence of illness and also to avoid spreading of the infection.

Allergies

All staff are kept aware of any important and relevant allergies of children. Lists of such allergies are kept on file in the office and also available on Aladdin. Parents are asked to update Aladdin annually.

Epipens , inhalers etc are kept in the office file cabinet

See administration of medicine policy

Minor Accident/Injury

The injured party is initially looked after by a staff member on yard duty. If deemed necessary, the child will be taken in to hallway beside the staff room and he/she will be looked after by a member of staff.

No medicines are administered but cuts are cleaned and antiseptic cream and bandages/plasters applied if deemed appropriate. The use of plastic gloves are advised.

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the hallway. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under 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 are at least one teacher on yard duty

- Clean around cuts using antiseptic, 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
- An ice pack will be applied if the area is sore and there is no broken skin

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

Vomiting / Diarrhoea

Children suffering from the above should not remain in school – parents will be contacted

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
- 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
- Contact parents immediately
- If very serious contact casualty or emergency services
- 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

- Ring for medical help
- Place child in recovery position
- Ring for parents
- Check for broken bones, neck or back injury
- Other children are kept away

Stings/Bites

- Antihistamine cream is applied
- If case is serious, parent/s are contacted

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

Resources

A first aid box is stored in each of the 3 main classrooms in the school. All other classrooms have a store of plasters and wipes. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Health and Safety Office or another designated staff member.

A medical box is situated in the staff room. This stores the medication, eg inhalers and epipens.

Aladdin is updated annually

Record keeping

More serious accidents and injuries are recorded in the Accident report book which is located in the top drawer of the filing cabinet in the staff room. Once accident report book covers all children in the school. The accident report book 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 – Special Incident Report form. Relevant medical information on all pupils is obtained at the time of enrolment and parents are asked to update annually.

Evaluation:

The success of this policy is measured from set criteria:

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents and 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 on

Date : 1/2/2024

Signed : James Clarke