

# St. Nicholas' N.S. Adare

## School Accident/Injury Policy

### **Introduction:**

This 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 students 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 schools Health and Safety Officer is Janet Bray and the Fire Drill coordinator is Margaret Brickenden.

### **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 children or staffs are 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 Ecclesiastical Insurance and a number of pupils are insured by their parents under the Allianz School Scheme.

- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing fences, throwing stones and engaging in "horseplay", 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 one SNA on yard duty at any one time

### **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 staff room where he/she will be looked after by a member of staff. 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.

### **More Serious Accidents/Injuries**

If considered safe to do so, the injured party is taken to the staff room. 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 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
- A plaster is placed on the wound
- Teacher observation is maintained
- Children are advised to show/tell parents
- An ice pack will be used if area is sore and there is no broken skin.

### **Sprains/Bruises**

#### **Method:**

- In the event of a sprain/bruise, the process of rest, ice pack, 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
- 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
- Contact parents immediately
- If very serious contact casualty immediately
- Record in accident book

## **Unconsciousness**

- Contact parents
- Ring for medical help
- Place child in recovery position
- Other children are kept away

## **Stings/Bites**

- Apply spray for stings
- 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 a serious injury.

## **Resources:**

A first aid box is stored in each of the three main classrooms in the school. All other classrooms have a store of plaster and wipes. 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.

A medical box is situated in the staff room. This stores the medication, information, sugary drinks and snacks, note book for administration of insulin and emergency pen for the pupils who have been diagnosed with Diabetes Type 1. Four members of staff have attended training in dealing with Diabetes Type 1 and all other members of staff have been informed of the procedures.

## **Record Keeping:**

More serious accidents/injuries are recorded in the Accident Report Book which is located in the top drawer of the filing cabinet in the staff room. One Accident Report Book covers all

children in the school. 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 on

Date: 01/02/2017

Signed: *James Clarke* Chairperson of the BoM