

School Accident/Injury Policy Revised 2015

Introduction:

This revised policy applies to all users of the school premises, children and adults, 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 or staff or visitors 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/next of kin 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 Michael Kelly. We have a school nurse who has overall responsibility for First Aid and the immediate treatment of injuries

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. It also reinforces the Board of Management commitment to ensuring a safe working environment for staff.

Aims/Objectives:

- To ensure the physical safety and well being of all staff, pupils and visitors in school
- 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 is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff or visitors are put at risk;

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined
- The school is insured under IPB Insurance through Western Care Association and a 24 hour policy, underwritten by Allianz School Insurances is in place for all children in the school
- The provision of specialist first aid training for staff has been identified as a priority by Board of Management and regular training is provided, most recently in August 2014.

- The school employs a school Nurse who has responsibility for medical issues and who liaises with staff and parents around the medical needs of children.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing goalposts, throwing objects, engaging in "horseplay", fighting etc. are subject to sanctions as outlined in the School Anti-Bullying and Discipline Policies
- Certain procedures are in place in the event of accidents – see below
- There is at least one teacher and two adults on yard duty at any one time in each yard.
- The school has a Defibrillator on premises located in Reception Office. Staff received training on the use of AED and CPR in November 2012 and updated training will be provided in 2015.
- If a staff member sustains an injury that requires them to leave their post in school their next of kin are contacted to arrange collection or transport home and the school will endeavour to ensure that their absence can be covered by other staff or by substitute personnel.
- All staff or visitors who sustain a serious accident or injury while working in or visiting the school are recommended to attend a doctor within 24 hours to assess the injury. The Board of Management will cover the initial visit cost of attending a doctor within 24 hours only. If any further treatment is required the staff member is advised to submit a medical report to the Board of Management who will refer the staff member for an Occupational Health Assessment. All accidents/injuries requiring a visit to a doctor are reported to the Insurance company.

Minor Accident/Injury - Children

The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be taken to the 'sick bay' which is the Paramedical room. The child is accompanied by an adult who will tell the Nurse what occurred. Cuts are cleaned with anti septic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Pain relieving medication can be administered subject to parental permission having been given in writing as well as a doctor's letter giving permission for the use of paracetamol or Nurofen. Parents are notified by as a matter of protocol. A record is kept in the accident book and by the Nurse.

Minor Accident/Injury – All Adults

The injured party is initially looked after by any other adult present. The Nurse will be notified as soon as possible and will check out the injured party. Appropriate treatment of injury will take place. A record will be kept in the accident book and by the nurse.

More Serious Accidents/Injuries – Children and Adults

The school Nurse is called for immediately. If considered safe to do so, the injured party is taken to the sick bay. Parents/guardians/Next of Kin are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The injured party is kept under observation until parents /guardians/next of kin arrive, with the emphasis on making the injured party as comfortable and as settled as possible. If parents/next of kin are too far away and depending on agreed procedures for individual children or the seriousness of the injury for adults the injured party may be brought to casualty where parents/next of kin can meet them.

Very Serious Injuries – Children and Adults

In the event of a very serious injury, parents/guardians/next of kin are immediately contacted. If the considered opinion of the Nurse/Principal or staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree

that taking the injured party to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. Parents/Guardians/Next of Kin are kept informed of developing situations.

In all situations a record is kept in the Accident Book and by the school Nurse.

Categories of Injury/School Procedures

Applicable to all injured persons – all injured persons are treated in the Sick Bay area of school unless otherwise not possible.

Minor Cuts and Bruises

- 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
- Staff observation is maintained
- Children are advised to show/tell parents. Parents will either get a phone call or a letter to inform them.
- Helmets must be worn for activities requiring same e.g. cycling, hurling etc

Sprains/Bruises

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s or next of kin are contacted
- Observation is maintained
- Records 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/next of kin
- 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/next of kin
- If very serious contact casualty immediately/call ambulance
- Record in accident book

Burns/Scalds

- Immediately remove person 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

- Get Nurse immediately and/or Ring for medical help
- Place person in recovery position
- Ring for parents/next of kin
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied – **follow AED training**
- Other children/staff 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

This Policy is based on collective staff input. The teacher on yard duty is automatically assisted by other staff in the case of a serious injury. The Nurse is first point of contact for help.

Resources:

The school has a fully functioning Paramedical Sick Bay area in the school. This contains first aid boxes and emergency medications. All staff are aware of this location. The contents of the Paramedical First Aid room are replenished when deemed necessary by the school Nurse.

Record Keeping:

- All accidents/injuries to children or adults are recorded in the Accident Report Book which is located in the office.
- One Accident Report Book covers all persons in the school.
- The School Nurse also keeps a separate copy of accident report forms relating to injuries sustained by people in the school and maintains her own record book.
- Teachers are also encouraged to keep a brief record of 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 and all injuries which require a visit to a doctor will be notified to the schools insurers using the Special Incident Report Form.
- Relevant and up to date 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. Parents must get their doctor to give written details of medications allowed including dosage, method of administration, timing etc. The nurse will maintain up to date records of all children's medical details.

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:

The original policy was ratified by the BOM on 8th Dec 2008. This revised policy covering accidents and injuries to all persons in the school was ratified by the Board of Management on 25th May 2015

Signed: Johnny Mee (Chairperson) Signed: Mary O'Malley (Nurse)