



Roll No: 11894 I

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, in collaboration with the Deputy Principal and ISM team.

The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at 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 is regularly 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 sanctions
- There are 2 teachers and 2 SNA's on yard/indoor duty at each break. In addition, 1 teacher is on duty in Sunflowers yard/indoor area
- Additional help is quickly available to all classes/play areas as needed.
- First aid boxes are located in the orange corridor, office and Sunflowers. All staff are aware of these locations. A travel First Aid kit for outings and sports fixtures is also available.
- 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. 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. The Principal/Deputy Principal may be informed if the teacher requires clarification.

More Serious Accidents/Injuries

Principal/Deputy Principal and 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 minor accidents/injuries, whether taking place in the yard or inside the school are recorded on a custom First Aid note 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 put in the Accident folder, which is located in the office. The first aid note lists date and time of accident, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc.

When more serious accidents occur, an accident report is completed and a copy is put in the Incident Report file in the Principal's office.

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 requires 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

Ratification and Review

This policy was ratified by the Board of Management in October 2022 following removal of Covid restrictions. It will be reviewed every 4 years and/or as changes arise that suggest the need for review.

Signed:



Josephine Henry, Chairperson

Signed:



Donncha Cleary, Principal

Date: 18/10/2022

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

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

Anaphyllaxis

See Administration of Medicines Policy