

Accident / Injury Policy

Introduction

This is a revised policy of the original Injury / Accident Policy.

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 Officers/Fire Drill Co-Ordinator is Mary O'Rourke & Patricia Cunniffe and the First Aid Officer is Ms Patricia Cunniffe.

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 and 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 staff development and the effective use of outside expertise to 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 staff are put at risk.

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined, if required.
- The school is insured with Allianz Insurance and pupils have an option to join Personal Pupil Insurance Scheme also with Dunne Insurances.
- 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 in the corridor, engaging in 'horseplay', fighting, etc. are subject to sanctions as outlined in the Discipline Policy.

- Certain procedures are in place in the event of accidents.

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 main reception area where a teacher from staffroom is summoned. No medicines are administered but cuts are cleaned with water or a saline solution bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified if teachers deem necessary.

More Serious Accidents / Injuries

If considered safe to do so, the injured party is taken to the main reception area. 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 or bump on the head, 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 a child to Accident & Emergency in a private car is more prudent option particularly in the case of rapid blood loss, if the parents have given permission for same on the Admission/Enrolment Form. 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 for each class grouping.

- Clean around cuts using anti septic 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 is placed on the wound.
- Teacher observation is maintained.
- Children are advised to show / tell parents

Sprains / Bruises/Bumps

Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented.
- If in doubt, parents are contacted.
- Teacher observation is maintained.

- A cold compress will be placed on a bump taking care not to apply ice directly on to skin.

Faints and Shocks

Method:

- 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 – 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 the parents.
- If very serious contact casualty immediately.
- Record in Accident Book.
- **For a nose bleed** sit child down and firmly pinch the soft part of the nose just above nostrils for at least 10-15 minutes. Lean child forward and tell to breathe through it's mouth – this will drain blood into the nose instead of down the back of the throat.

Burns / Scalds

- Immediately remove child from danger area.
- Cool burnt area with cold running water.
- Do not remove objects stuck to the 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.
- If subject is not breathing, artificial respiration is applied.
- Other children are kept away.

Stings /Bites

- Use credit card/flat surface to remove sting. Apply cold water and ice pack.
- Vinegar is used for wasp stings.
- Bread soda is used for bee stings.
- If case is serious parents are contacted.

The teacher on yard duty is automatically assisted by others in the case of serious injury.

Resources

The First Aid Box is located in the staffroom. All staff is aware of this. The contents of such boxes are replenished when deemed necessary by the Principal or some other designated staff member.

Record Keeping

All accidents/ injuries of a serious nature are recorded in the Accident Report File which is located in the Principal's office. The accident report lists date and time of accident, nature of injuries, a brief description of the circumstances of the accident and procedures followed by staff. Minor injuries are not recorded and individual teachers use their own discretion.

Very serious injuries will be notified to the Schools Insurers.

Relevant medical information on all pupils is obtained at time of enrolment. Parents are asked to list allergies and other medical conditions their child may have. It is the responsibility of parents to inform school if this information changes during the course of their child's time in the school.

Evaluation

The success of this policy is measured by a set criteria:

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, children
- Continual yard observation of behavior by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

Review of Policy in context of Covid-19

If a pupil displays symptoms of Covid-19 while in school the following procedures will be implemented:

- Parents/guardians will be contacted immediately
- The child will be accompanied by a staff member to the isolation area at end of hallway near staffroom. This area will be cordoned off with screen. The staff member will remain at least 2m away from the symptomatic child at all times.

- The child will be advised to cover their mouth and nose with the disposable tissue provided when coughing or sneezing and this will be disposed of in the bin provided.
- If they are too unwell to go home or advice is required the secretary will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of Covid-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

N.B: For children who are unwell but do not display Covid-19 symptoms the usual procedures will apply:

Parents will be contacted and children will remain in classroom until called to front office via intercom where they will be collected.

Review of Policy March 2023

This policy was reviewed by the staff and BOM in March 2023. The only change deemed necessary was that more staff members were required to be trained in First Aid due to increase in enrolment since formulation of original policy. The BOM funded First Aid training for the following staff members:

The following staff members received Emergency First Aid Training in March 2023: Mary O'Rourke, Siobhan McCabe, Maria Derwin, Patricia Cunniffe, Davina Donnelly, Darragh Connolly, Michelle Gately, Rosaleen McGrane & Caroline Ryan.

- Anapen: In the case of severe allergies the anapen is administered by trained staff, Siobhán Mc Cabe, Mary O'Rourke, Ciara Fallon and Patricia Cunniffe to the affected child.
- Epilepsy Medication: The following staff is responsible for administration of epilepsy medication: Ciara Fallon, Siobhan McCabe & Caroline Ryan.

Signed: _____ Date: _____
Chairperson Board of Management