

# **San Carlo J.N.S. 2018**

## **School Accident/Injury Policy**

### **Introduction:**

This policy was originally drafted as a response to newly enacted Health & Safety legislation. It was re-drafted in January 2018 by the whole school staff and this revised 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.

### **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.

### **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 has been recently revised whereby all hazards are identified and remedial measures are outlined
- The school is insured under Allianz Insurances and a 24 hour policy, underwritten by Brennan Insurances is in place for all children
- The provision of specialist first aid training for staff is identified as a priority by Board of Management. Staff are trained on a rotational basis.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing trees, throwing stones, running fast in the Infant areas, engaging in “horseplay”, fighting etc. are subject to severe sanctions (see School Anti-Bullying and Code of Behaviour Policies)
- Certain procedures are in place in the event of accidents
- Only the teacher on supervision duty attends to accidents on yard, asks for call to be made to notify parents and records the accident in the Accident Book.

### **Minor Accident/Injury**

The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child/the incident will be brought to the attention of the class teacher/Principal. 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. Parents are notified as a matter of protocol.

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

**First Aid Guidelines will be followed** (see attached). If considered safe to do so, the injured party may be taken to the Principal/class teacher or an ambulance may be called. Parents/guardians are immediately informed. The child is kept under intense observation until parents /guardians/ambulance 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 will be called and parents/guardians are immediately contacted. First Aid Guidelines will be followed. On rare occasions the staff, in consultation with the parents, 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 (three on normal yard duty supervision)

- 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
- Teacher observation is by phone should any bump to the head occur. Smaller cuts or bruises are brought to the attention of parents at home time

### **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

### **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 – 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
- 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
- If subject is not breathing, artificial respiration is applied
- Other children 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

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:**

First aid boxes are located in strategic areas of the school. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Deputy Principal.

### **Record Keeping:**

All accidents/injuries are recorded in the Accident Report Book which is located in the main First Aid kit. One Accident Report Book covers all children in the school. Teachers are encouraged to keep a separate copy of accident report forms relating to 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 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 31.01.2018.

**Signed:** Catherine Allis, Chairperson B.O.M.      Date 21.02.2018

Catherine Diggins, Principal,      Date 21.02.2018