

School Accident / Injury Policy

Introduction

This policy has been drafted as part of the schools health and safety policy. Its aim is to ensure the safety and well being of the pupils and staff in the school. It was discussed and ratified by the Board of Management of Scoil Bhríde at their meeting on January 29th 2008. It was discussed and accepted by the school staff at a staff meeting on February 8th 2008.

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 Ms. Joan Bramhall. The First Aid Officers are Ms. Patricia Hayes, Ms. Hannah Foley and the school secretary Ms. Paula Stynes.

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 staff development and 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 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 under Allianz Schools Policy and each pupil is covered by a personal accident policy.

The provision of specialist First Aid Training for staff has been identified as a priority by Board of Management

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 yard, engaging in “horseplay”, fighting etc. are subject to severe sanctions (see School Anti-Bullying and Discipline Policies)

There is at least one teacher and three adults 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 ‘sick bay’ which is the lobby outside the secretary’s office.. No medicines are administered but cuts are cleaned with water 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 sick bay. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under 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.

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 water only, 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/tell parents

In sports, helmets must be worn

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

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

Resources

Three First Aid Boxes are located in the secretary's office. The contents of such boxes are replenished when deemed necessary by the Health and Safety Officer or some other designated staff member.

Record Keeping

All accidents / injuries are recorded in the Accident Report Book which is located in the secretary's office. 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 on the special Incident Report Form.

Relevant medical information on all pupils is obtained at time of enrolment on a special section of the schools enrolment form. This section asks parents to list allergies and other medical conditions their child may have.

Evaluation

The success of this policy is measured from a 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 January 29th 2008.