

# School Accident / Injury Policy

## Introduction

This policy was drafted in School of the Holy Spirit by the whole school staff and it applies to all users of the school premises 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 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
- Provide a common safe approach to the administering of first aid.

## Roles and Responsibilities

The overall responsibility for the day-to-day management of school supervision /routines rests with the Principal and Deputy Principal. The class teacher is responsible for classroom supervision and teachers on duty are directly responsible for the supervision of students at break time. The schools Health and Safety Officers are Mrs. Aisling Murphy and Ms. Laura Wemyss. The Fire Safety Nominated Person is Mrs. Karen Lowther. The First Aid Responders are Louise Quirk, Eoghan Fahey, Noelle Read and Jackie Cullen. All employees are encouraged to think "Safety First" in all school-based activities.

## School Ethos

This policy re-enforces the elements of the school ethos 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.

All reasonable precautions are taken to keep and maintain the school building, school equipment, the playing area and other areas of the school site in such a condition that it does not create a hazard likely to cause injury to students, teachers or other persons.

School policy and procedure endeavors to provide effective and adequate supervision of students at all times during school hours.

Games or activities which are deemed to place students at any risk of injury are not allowed.

## **Aims/Objectives**

- To ensure the physical safety and well being of all staff and students
- 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 students have access to proper interventions
- To comply with all legislation relating to safety and welfare at work

## **Policy Context**

Safety of students and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no students or staff are put at risk.

- The school has a comprehensive school Safety Statement whereby all hazards are identified and remedial measures are outlined, if required.
- The school is insured under **Allianz Insurances** and a 24-hour policy, is in place for all students.
- First Aid Training for staff has been identified as a priority and implemented by the Board of Management and is regularly updated. (See First Aid Policy),
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/playground. Dangerous practices are actively discouraged and sanctions may be applied in line with the schools Code of Behaviour.
- Certain procedures are in place in the event of accidents
- There is at least one teacher and three SNAs on playground duty at any one time.

- This policy should be read in conjunction with the Pupil Illness or Injury Policy and the First Aid Policy and Procedure.

## **Procedures**

- If a student suffers an injury, it will be assessed by the staff member nearest to the student at that time.
- A minor accident or injury is one where a student has received a scrape, graze, bump or minor cut to arm, leg or body.
- All staff will be expected to deal with instances of minor first aid in accordance with the treatment procedures outlined below.
- A serious accident or injury is one where a student has received an injury which may require further treatment. All head or eye injuries are considered potentially serious. Severe bleeding and suspected broken bones are serious.
- It is the responsibility of the attending staff to decide whether an injury should be considered 'serious'. They will make a common sense judgement as any responsible parent would, and take into account the specific needs of the student concerned. The assistance of a First Aid Responder, the class teacher, the Principal or any other staff member should be sought if the injury appears to be serious.
- Procedures for treating specific injuries are outlined below.
- An injured student will be moved indoors for treatment if it is judged safe to do so. They will be accompanied by and two other students.
- If an injury is judged to be serious then the parents/guardians are to be contacted immediately and asked to come to the school. Until the parents/guardians arrive, the student is kept under observation. If the considered opinion of the attending staff is that immediate professional help is required, then an ambulance is called. If the ambulance arrives before the parents/guardians do then, with the advice of the paramedics, a teacher, (designated by the Principal) will travel in the ambulance with the child. Parents/guardians are informed of the developing situation.

## **Categories of Injury / School Procedures**

### **Minor Cuts and Bruises**

#### **Method:**

- Clean around cuts using saline solution, cleaning from the center 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
- Teacher observation is maintained
- Students are advised to show/tell parents/guardians
- Parents/guardians are contacted by the class teacher or the office.

## **Sprains/Bruises**

### **Method:**

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parents/guardians are contacted
- Teacher observation is maintained
- Advice may be sought from a First Aid member of staff

## **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/guardians
- The event is subsequently recorded in the Accident Book

## **Severe Bleeding**

- Act instantly
- Send for help
- 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/guardians
- If very serious contact casualty immediately
- Record in accident book

## **Burns/Scalds**

- Immediately remove student 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
- Contact parents/guardians.

## **Unconsciousness**

- Ring for ambulance
- Ring for parents/guardians
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied
- Other students are kept away
- Place student in recovery position

## **Stings/Bites**

- Vinegar is used for wasp stings
- Bread soda is used for bee stings
- If case is serious/ parents/guardians are contacted

The First Aid Policy is based on collective teacher input. The teacher on playground duty is automatically assisted by others in the case of a serious injury, particularly a First Aid Responder.

## **Resources**

First Aid Boxes are located in the Staff room and the Home Economics room. All staff members are aware of these locations. The contents of such boxes are replenished when deemed necessary by the lead First Aid Responder. Each classroom has a mini First Aid pack containing an icepack, plasters, dressings and wipes.

## **Record Keeping**

All accidents / injuries are recorded on an Accident Report form and if necessary, on the First Aid Treatment Log. 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 and the signature of the treating adult are entered. The class teacher is informed.

Very serious injuries will be notified to the Schools Insurers on the special Incident Report Form.

Relevant medical information on all students is obtained at time of enrolment on a special section of the school's enrolment form. This section asks parents/guardians to list allergies and other medical conditions their child may have.

## **Informing Parents**

Parents/guardians are asked to provide at least two emergency contact numbers at the start of the school year. It is the responsibility of parents/guardians to ensure these contact numbers are updated as necessary. The numbers are available on Aladdin Connect.

The class teacher will inform parents of minor injuries through a note in their Homework Diary. It is school policy that parents sign the Homework Diary daily thereby ensuring that this note will be seen. Where the student is very distressed or the injury is significant, parents/guardians will be informed by telephone.

## **Evaluation**

The success of this policy is measured from a set criteria -

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

## **Review**

This revised policy was reviewed and updated in 2020 and will be reviewed again in 2023.