

**Kilmore Central School,
Kilmore,
Co. Wexford.
Tel: 053 9135230
Fax: 053 9135811
Email: kilmorens@gmail.com**



**Scoil Réalt na Mara,
Kilmore,
Co. Wexford.
Rev. Denis Doyle, PP.
(Chairperson of Board)
Micheál Martin (Principal)**

School Accident / Injury Policy

Introduction

This policy was originally drafted in Scoil Réalt na Mara, Kilmore as a response to first aid training for Special Needs Assistants and Secretary. It was discussed by the whole school staff and this policy applies to all school related activities.

Rationale

The formulation of this policy enables our school to effectively –

- Provide for the immediate needs and requirements of students and staff who have sustained either a serious or a minor injury or suddenly become ill.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents/illness 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 and S.N.A's on yard duty are directly responsible for the supervision of pupils at break time. The schools Health and Safety Officer is Ollie Daly. The First Aid Officer is Ms Ennis. Fire Drill coordinator is Ms Mary Lawlor.

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.

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** and a 24 hour policy is in place for some children
- The provision of specialist First Aid Training for staff has been identified as a priority by Board of Management and this took place in Aug 2015. All 3 SNAs and the secretary have current First Aid certificates
- 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 severe sanctions (see School Anti-Bullying and Discipline Policies)
- Certain procedures are in place in the event of accidents
- There are at least two teachers and three other adults on yard duty at any one time

Minor Accident/Injury

The injured party is initially looked after by the SNA on yard duty. If deemed necessary, the child will be sent to the First aid station near the office. 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 if the child has had a head injury or may have an injury that needs to be checked later by the Parent/Guardian when they get home.

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken by SNA to the first aid station in the office. 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, parents/guardians are immediately contacted. If the considered opinion of the First Aider/Principal is that immediate professional help is required, an ambulance is called. Parents are kept informed of developing situations. Consent for taking a child to hospital or to the doctor in case of emergency will be sought on the 'Permissions Form'.

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 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 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 – Go, Go, Go!
- GET 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
- 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 for 10 mins
- 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 or water based burns dressing
- Treat for shock
- Do not burst blisters
- If serious call ambulance or arrange for transport to hospital
- Contact parents
- Record in accident book

Unconsciousness

- Ring for medical help
- Check for broken bones, neck or back injury or bleeding
- Check A-Airway, B-Breathing, C- Circulation
- Place child in recovery position if breathing
- Ring for parents
- If subject is not breathing, artificial respiration is applied (CPR)
- Other children are kept away
- Treat for shock –keep warm
- Loosen tight restrictive clothing

Stings/Bites

- Cool pack is used for wasp stings bee stings
- If case is serious/ parent/s are contacted

The First Aid Policy is based on collective first aiders input. The SNA on yard duty is automatically assisted by others in the case of a serious injury

Resources

First Aid Boxes are kept in the secretary's office.

Record Keeping

All accidents / injuries are recorded in the Accident Report Book which is located in the 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 in _____

See separate policy for administration of medicines.