

Bennekerry National School Accident and Injury Policy

Introduction:

This policy has been drafted as a response to a newly enacted Health and Safety Statement. It was drafted in October 2014 and this policy 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 minor injury.
- Ensure that adequate resources and arrangements are in place to deal with accidents/injuries as they arise.
- Ensure that 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 rests with the Principal. The class teacher is responsible for classroom supervision or for the supervision of their pupils on a trip outside of the classroom. Teachers on yard duty are directly responsible for the supervision of pupils at break time. The schools Health and Safety Officer is Maria Galavan. The First Aid Officer is Deirdre Mullins. Other trained personnel are Adrienne Connors, Gemma Lyttleton and Patricia Bowe. The Fire Drill co-ordinator is Aoife Rice.

Aims/Objectives

- To ensure the physical safety and well being of all the pupils and staff.
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner.
- To provide training and staff development so that children have access to proper interventions.
- To comply with current legislation relating to safety and welfare at work.

Procedures:

The safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure that no children or staff are put at risk;

- A comprehensive school Safety Statement has been recently drafted whereby all hazards have been identified and remedial measures are outlined.
- The school is insured under Allianz Schools' Policy and each pupil is covered by a school related activity personal accident policy.
- Specialist first aid training for staff has been provided to selected members of staff by the Board of Management and is to be updated every two years.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the classroom or out on the yard. Dangerous practices such as climbing goalposts, throwing stones, engaging in fighting etc are subject to sanctions. (see the School Anti-Bullying and Behavioural Policies)
- Procedures are in place in the event of accidents.
- Two staff members supervise the Infant yard and four staff members supervise the basketball courts, the walking track and the pitch.

Minor Accident/Injury:

The injured party is initially looked after by the teacher on yard duty or the class teacher if the incident occurs under his/her supervision. If deemed necessary, the injured party will be sent to the office, accompanied by another pupil, to be examined by our First Aid Officer. No medicines are administered but cuts are cleaned with antiseptic on cotton wool. Plasters will only be applied where necessary. The use of plastic gloves is required at all times.

More Serious Accidents/Injuries:

If considered safe to do so the injured party is taken to the secretary's office and parents/Guardian's are immediately informed, particularly if there is a suspicion of broken bones/ head or eye injuries. The child is kept under observation in the office until Parents/Guardians arrive, with the emphasis on making the child as settled and comfortable 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. The staff will heed all advice given by emergency services while awaiting assistance from them.

Categories of Injury/School Procedures:

Minor Cuts/Bruises

- Clean around cuts using antiseptic wipes, cleaning from the centre outwards.
- Gloves are used at all times to reduce the risk of spread of infection.
- A check is carried out to locate small bodies which may be embedded in the wound.
- A plaster is placed on the wound if necessary.
- Children are advised to show/tell parents.

Sprains/Bruises:

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

Faints and Shocks:

- Lie the injured party down
- Raise the legs above the level of the heart.
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away.
- Reassure the casualty when they recover.
- Contact parents.
- The event is subsequently recorded in the Accident file.

Severe Bleeding:

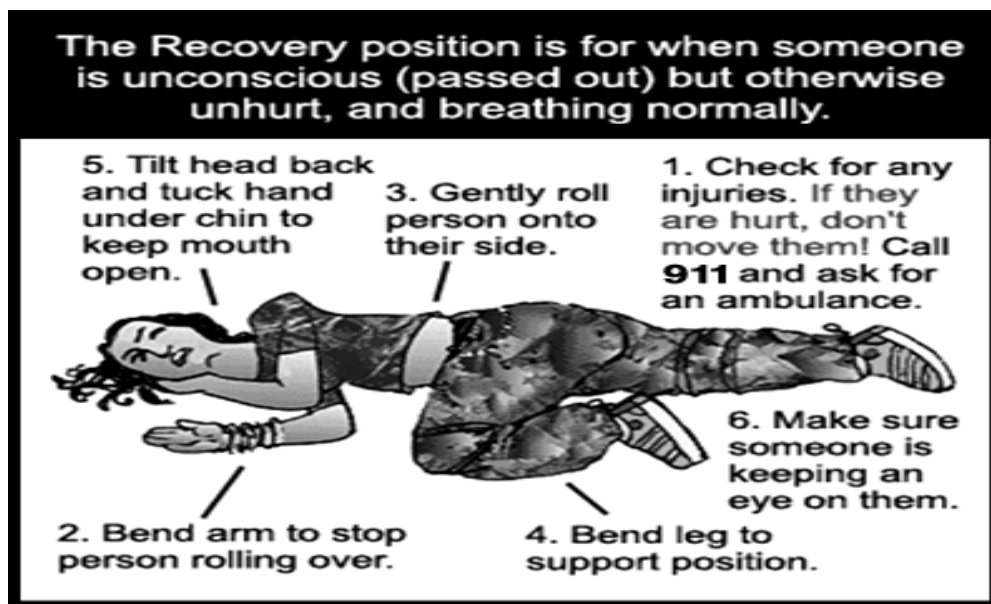
- Act instantly.
- Sit or lie the injured party down.
- Press down on the wound using gloves.
- Lift (if possible) the injured part above the level of the heart.
- Put a clean dressing on the wound and secure with a bandage. If blood shows through the dressing then place another one over the first and bandage firmly.
- Treat for shock (see above)
- Get help
- Contact parents
- If bleeding is serious contact emergency services immediately.
- Record in the Accident File.

Burns/Scalds:

- Immediately remove the child/adult from the danger area.
- Cool the burnt area with cool running water.
- Remove rings etc and other tight fitting accessories.
- **Do not remove objects stuck to skin.**

Unconsciousness:

- Ring for medical help.
- Place the child/adult in the recovery position.



- Ring for parents
- Check for broken bones, neck or back injury.
- If the child/adult is not breathing, artificial respiration (CPR) is required.
- Every effort will be made to keep other children away.

Resources:

There is a First Aid cupboard located in the Secretary's Office. There are also three other first aid bags in the Secretary's Office for teachers to bring with them if going on tours or away to matches etc. The contents of these boxes are replenished as deemed necessary by the First Aid Officer and are in-line with the HAS Guide to Safety, Health and Welfare at Work 2007 Chapter 2 of Part 7.

Administration of Medicine:

There are a small number of pupils with allergies and asthma. These children keep their allergy medicine (Zirtek) and inhalers in the Secretary's office. Their parents have signed a consent form for medicine to be administered where deemed necessary.

There are also a small number of children with epi pens. These are also stored in the First Aid cabinet in the Secretary's Office. These are specifically for children with a nut allergy and information regarding these children and how to respond to them in the event of an attack. Parents are requested to make the school aware of pupils' medical conditions in writing. Children who are asthmatics, epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person as necessary. More detailed information is in our "Administration of Medicines Policy".

Record Keeping:

All accidents which require a child to be collected from school are recorded in the Accident file which is located in the Secretary's Office. The accident report form lists the date and time of the 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 Allianz. Relevant medical information on all pupils is obtained at the time of enrolment. This section of the enrolment form asks parents to list allergies and other medical conditions their child may have.

Evaluation:

The success of this policy is measured by

- The maintenance of a relatively accident free school environment.
- Positive feedback from staff, parents and children.
- Continual yard supervision by all staff engaged in supervision duties.
- Monitoring and evaluating at staff meetings.

Ratification: This policy was ratified by the Board of Management on: _____

Chairperson: Edmund Burke _____

It was updated with some adjustments and ratified by the BOM on :

Chairperson: Edmund Burke _____

APPENDIX 1 FIRST AID INJURY REPORT FORM

Principal: Tonia Cleary _____ Bennekerry National School _____

Date of Accident: _____ Time: _____
Location of Accident: _____
Name: _____ Class: _____
Class Teacher: _____

Details of Incident/Accident:

Immediately

Nature of the Injuries:

Subsequent action and treatment involved:

Parent Advised Yes / No

Parent Comment:

Signed by: _____

Date: _____