

# Bray School Project

## School Accident/Injury Policy (Health and Safety 2)

### Introduction:

This policy – as part of our H and S policy - was originally drafted in March 2006 as a response to newly enacted Health & Safety legislation. It was re-drafted in October 2012 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 pupils or staff 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 school's Health and Safety Officer is the teachers' rep on the Board of Management. The fire Drill coordinator is the principal.

### School Ethos:

This policy re-enforces the school's ethos by ensuring the continued provision of 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 – see also Safety Statement
- 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 staff members 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 Insurance and a 24 hour policy, underwritten by Brennan's Insurance is in place for all children and staff
- The provision of specialist first aid training for staff has been identified as a priority by the Board of Management – training made available during year 2011 / 2012
- 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, 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 three staff members on yard duty at any one time

## **Minor Accident/Injury**

The injured party is initially looked after by a staff member on yard duty. If deemed necessary, the child will be taken in to the main lobby area. No medicines are administered but cuts are cleaned and antiseptic cream 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 main lobby. 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. An accident report form will be filed where medical intervention is required.

## **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. On rare occasions the staff 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.

## **Critical Incident Team**

A Critical Incident Team comprised of staff volunteers will take over responsibility in cases where the seriousness of an incident warrants this. See Appendix B for members of this team

## **AED**

The AED (defibrillator) – located in the staffroom - will be put into action when deemed necessary. See Appendix A(2) for list of those trained in its use.

# Categories of Injury/School Procedures

## Minor Cuts and Bruises

### Method:

In all cases of injury it is understood that there are at least two teachers on yard duty.

- Clean around cuts using antiseptic, 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
- For hockey gum shields must be worn, for hurling helmets with mouth protection must be used

## 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
- Adult observation is maintained

## Vomiting / Diarrhoea

Children suffering from the above should not remain in school – parents will be contacted

## 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**

- Antihistamine cream is applied
- 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:**

Two first aid cupboards and three first aid boxes are located in strategic areas of the school – see Safety policy. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Safety Officer or some other designated staff member.

### **Record Keeping:**

All accidents/injuries of a non-trivial nature are recorded in the Accident Report Book which is located in the principal's office. 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. Parents are asked to fill in this form at the beginning of each school year and must also give details in writing to their child's new teacher of any ongoing medical condition / medication requirements.

### **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 in October 2012.

**Appendix B**

**Critical Incident Team**

Suzanne Godfrey (special needs co-ordinator)  
Claire Ryan (class teacher)  
Tim Fitzgerald (teacher ASD unit)  
Carol Lanigan (principal)

**Staff members certified in Defibrillator training**

John Gibson (SNA)  
Sinéad Jones (class teacher)  
Lesley Sheridan (class teacher)  
Jamie Finnerty (class teacher)  
Tim Fitzgerald (teacher ASD unit)