

St. Anthony's School Policy and Procedures

School Accident / Injury Policy

Introduction

This policy was originally drafted in 2004-2005 as part of the school's Health & Safety Statement. It was re-drafted in 2008 as part of the review and updating of the Health & Safety Policy and this revised policy applies to all users of the school premises and all school related activities. A separate policy has been devised covering external agencies using the school premises outside of school hours and is in effect from November 2008. It was reviewed by the School Nurse and Principal in February 2015.

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 Michael Kelly. The First Aid Officer is School Nurse Mary O'Malley. Fire Drill coordinator is Michael Kelly.

School Ethos

This policy re-enforces the elements of the school mission statement 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 and staff development and provision for 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

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- 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 **Western Care Association Public Mutual Bodies Insurance** and a 24 hour policy, underwritten by **Allianz**, is in place for all children organized by the School/Parents Association.
- The provision of specialist First Aid Training for staff has been identified as a priority by the Board of Management and all staff received updated First Aid Training in August 2023.
- The school employs a School Nurse who has responsibility for medical issues and who liaises with staff regarding the medical needs of the pupils.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing goalposts, throwing objects, running fast, engaging in "horseplay", fighting etc. are subject to severe sanctions (see School Anti-Bullying and Code of Behaviour & Discipline Policies)
- Certain procedures are in place in the event of accidents
- There is at least one teacher and two adults on yard duty at any one time in each yard.
- The school has a Defibrillator on premises located in the Reception office. Staff received training on the use of defibrillators and CPR in November 2023 & updated training will be provided in 2025.

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 Paramedical room. The child is accompanied by an adult who will inform the school nurse as to what occurred. Cuts are cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Pain relieving medication can be administered subject to parental approval having been given in writing previously as well as a Doctors letter to give permission to give paracetamol or nurofen. Parents are notified by phone or by letter as a matter of protocol.

More Serious Accidents/Injuries

The school nurse is called for immediately. 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. If the parents are too far away and depending on agreed procedures for individual children the child may be brought to Casualty where the parents will meet them.

Very Serious Injuries

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the school nurse/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 compromising of Staff members will take over responsibility in cases where seriousness of an incident warrants this (i.e an incident or sequence of events that overwrwhelms the normal coping mechanism of the school). See Critical Incident Policy-reviewed 2024.

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Categories of Injury / School Procedures

In all cases of injury it is understood that there is at least one teacher on yard duty.

The School Nurse will deal with minor cuts and bruises but if she is not available then the teacher on duty will follow the procedures outlined.

Minor Cuts and Bruises

Method:

- 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. A letter will be sent home with child.
- 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
- 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!
- 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

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- 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

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

The First Aid Policy is based on collective staff/teacher input. The teacher on yard duty is automatically assisted by other teachers/staff in the case of a serious injury. If a person appears to be having a bad reaction to Sting/Bite leading to Anaphylaxis then this is a severe, life threatening allergic reaction & is a medical Emergency. If a person has an Epi-Pen use as instructed & follow up with A&E.

Resources

The paramedical area has all the necessary First Aid resources to deal with any situation. All staff are aware of this location. The contents of First Aid boxes are replenished when deemed necessary by the School Nurse.

Record Keeping

All accidents / injuries are recorded in the Accident Report Book which is located in the Reception office. A Staff member who witnessed the accident/incident in the school or on a school outing, completes a Report Form. They must inform the school nurse of all accidents/incidents/injuries that took place outside of school grounds e.g school outings. The school nurse also maintains her own record book. 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 on the special Incident Report Form. (Big Red Book in Reception)

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

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- Monitoring and evaluation at staff meetings

Ratification

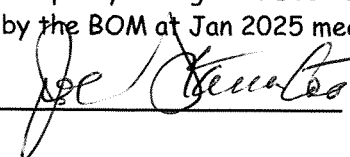
Original draft- 2004-2005

This revised policy was ratified by the BOM at a meeting on 8th Dec 2008.

It was reviewed during February 2015 and brought to the BOM for approval and ratification at a meeting on 23rd March 2015.

New revised policy during Nov/Dec 2024.

Ratified by the BOM at Jan 2025 meeting

Signed:  Chairperson

Signed:  Nurse

