



Ballinahinch National School

Scoil Náisiúnta Baile na hÍnse

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School Accident/Injury Policy.

Introduction

This policy was developed as a response to newly enacted Health and Safety legislation. 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 minor or serious 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 members 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 Ms Martin. The First Aid Officer is Mr McGrath and the Fire Drill Officer is Ms Upton.

School Ethos

The teachers in Ballinahinch National School wish to ensure that our school to be a place where pupils are happy and feel secure. Incidents may occur which may compromise the safety of both pupils and staff.

This policy reinforces 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 and 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 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 pupil or staff-member is put at risk

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are taken.
- The school is insured under Allianz Insurances and children are offered a 24 hour policy, also underwritten by Allianz Insurances
- The provision of specialist First Aid training for staff has been identified as a priority by the Board of Management.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the classroom/yard. Dangerous practices such as climbing trees or walls, throwing stones, running too quickly through Infant areas, engaging in ‘horseplay’, fighting etc. are subject to sanctions (see School Anti-Bullying and Discipline Policies).
- Certain procedures are in place in the event of accidents. (These are outlined later in this policy)
- There is at least one teacher and one SNA on Yard Duty at any one time. A roster of Teachers on Yard Duty is drawn up each term and a copy is given to each teacher. A copy is also on display in the Staff-room.

Minor Accident/Injury

The teacher on yard duty initially looks after the injured party. If deemed necessary, the child will be taken to the staff-room. No medicines will be administered but cuts will be cleaned with anti-septic wipes and bandages or plasters will be applied if deemed appropriate. The use of disposable gloves is advised at all times. Parents will be notified as a matter of protocol.

More Serious Accidents/Injuries

If considered safe to do so, the injured party will be taken to the staff-room. Parents/guardians will be informed immediately, particularly if there is a suspicion of broken bones, or head or eye injuries. The child will be kept under intense observation until parents/guardians arrive, with the emphasis on making the child as comfortable as possible.

Very Serious Injuries

In the event of a very serious injury, parents/guardians will be informed immediately. If the considered opinion of the staff is that immediate professional help is required, an ambulance will be 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/Guardians will be kept informed of developing situations.

Categories of Injuries and the School's Procedures

Minor Cuts and Bruises

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

- Clean around cuts using anti-septic wipes, cleaning from the centre outwards.
- Disposable gloves are used at all times to reduce the risk of spreading infection.
- A check is carried out to locate any 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 their parents.
- In sports, helmets must be worn if the pupil is engaged in hurling or cycling activities.
- A note informing the parents/guardians of what happened will be written in the pupil's homework diary.

Sprains/Bruises

- 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.
- A note informing the parents/guardians of what happened will be written in the pupil's homework diary.

Faints and Shocks

- Lie the casualty down.
- Raise the legs above the level of the heart.
- Loosen any tight clothing.
- Ensure there is access to fresh air.
- Keep others away (except maybe for a friend or two)
- Reassure the casualty as they recover/come to.
- Contact the parents/guardians

- A note informing the parents/guardians of what happened will be written in the pupil's homework diary.
- The event will subsequently be recorded in a Pupil Incident/Accident Report Sheet, which will be kept in the Secretary's Office.

Severe Bleeding

- Prompt action is required.
- Set or lie the injured party down
- Apply pressure on the wound (ensuring disposable gloves are being worn)
- Raise (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 considered very serious contact Casualty immediately or Dr Moroney
- The event will subsequently be recorded in a Pupil Incident/Accident Report Sheet, which will be kept in the Secretary's Office.

Burns/Scalds

- Immediately remove the child from the danger area.
- Cool burnt area with cold running water
- Remove rings and other tight fitting accessories.
- Do not remove objects stuck to the skin
- In the event of a minor burn use a special burn gauze/Burneze
- If considered serious contact parents
- If considered very serious contact casualty immediately
- A note informing the parents/guardians of what happened will be written in the pupil's homework diary.
- The event will subsequently be recorded in a Pupil Incident/Accident Report Sheet, which will be kept in the Secretary's Office.

Unconsciousness

- Place the child in the recovery position
- Contact parents/guardians
- Ring for medical help- Dr Moroney 061 378241 or Accident and Emergency

- Check for broken bones and be conscious of the possibility of neck or back injuries
- If the casualty is not breathing artificial respiration is applied.
- All other children are kept away.

Stings/Bites

- Waspeze is used for wasp stings
- Bread soda is used for bee stings
- If the incident is serious or if the child continues to be upset parents/guardians are contacted.
- A note informing the parents/guardians of what happened will be written in the pupil's homework diary.

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 boxes are located in strategic areas of the school. One will be kept in the Staffroom and the other in the Secretary's Office. Another will be kept for use when pupils are leaving the school either for matches, field trips or school tours. All staff members are aware of these locations. The contents of these boxes will be replenished when deemed necessary by the Health and Safety Officer or the Principal.

Record Keeping

All accidents/injuries will be recorded in a Pupil Incident/Accident Report Sheet, which will be kept in the Secretary's Office. These report sheets note the date and time of the accident, witnesses, nature of injuries, a brief description of the circumstances of the accident, procedures followed by the staff etc. Very serious injuries will be notified to the school insurers.

Relevant medical information on all pupils is obtained at the time of enrolment. A section on the Enrolment Form asks parents/guardians to list allergies and any other medical conditions their child may have.

Evaluation

The success of this policy is measured from set criteria.

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

Timeframe for Review

This policy will be reviewed in 2018 or earlier if feedback deems it necessary.

Responsibility for Review.

- Principal and Staff
- Board of Management

Ratification

This revised policy was ratified by the Board of Management