

**DROM NATIONAL SCHOOL  
SCHOOL POLICY PLANNING**

**ACCIDENT / INJURY  
POLICY**

## **SCHOOL ACCIDENT/INJURY POLICY**

### **INTRODUCTION:**

This policy was drafted by the whole staff as a response to newly enacted Health & Safety legislation. This 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 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 school's Health and Safety Officer is Ms. Margaret Butler. The First Aid Officer is Ms. Margaret Butler. Fire Drill coordinator is Ms Amadean Moore-Walsh.

### **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 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 staffs are put at risk;

- A comprehensive school Health & Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined
- The school is insured under Allianz School Insurance.
- 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 Policy and School Code of Behaviour)
- Certain procedures are in place in the event of accidents
- There is one teacher on yard duty at any one time

**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 staff room where another teacher will attend to them. 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 if deemed necessary. The accident is recorded in the Health & Safety Report Book.

**More Serious Accidents/Injuries**

If considered safe to do so, the injured party is taken to the staff room. 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. The accident is recorded in the Health & Safety Report Book.

**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, a doctor / 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. The accident is recorded in the Health & Safety Report Book.

**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.
- 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
- Seek 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**

- Wasp-Eze is used for stings / bites.
- 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 boxes / cabinets are located in strategic areas of the school. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Health and Safety Officer or some other designated staff member.

**RECORD KEEPING:**

All accidents/injuries are recorded in the Accident Report Book which is located in the administrative 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 is at Appendix 1. Very serious injuries will be notified to the schools insurers. 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.

**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 policy was ratified by the Board of Management on 1<sup>st</sup> April 2014.

The policy will be available on the school website and through the office.

It will be reviewed every 3 years and amended if necessary.

Date of next review: September 2017

**ACCIDENT / ILLNESS REPORT SHEET**

Date	
Name of Student	
Class	
Attended by	

**ACTION**

First Aid Provided		
Parents Notified		
Parents Left Student in School		
Parents Removed Student from School		

**LOCATION OF ACCIDENT**

Classroom / Support Room		
Corridor		
Junior Yard		
Senior Yard		
Hall		
Field		
Other		

**TYPE OF ACCIDENT**

Collision with another child		
Accidental		
Struck by object		
Malicious / Fight		
Fall / Trip		
Other		

**TYPE OF INJURY – Specify area e.g. knee**

Lump / Swelling		
Cut		
Abrasion		
Suspected Sprain		
Suspected Fracture		
Dental		
Other		

**TYPE OF ILLNESS**

Headache		
Fever		
Stomach Ache / Upset		
Vomiting		
Epilepsy		
Asthma		
Other		

**SIGNATURE:** \_\_\_\_\_  
**(Member of School Staff)**

**ADDITIONAL DETAILS**

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**SIGNATURE:** \_\_\_\_\_  
**(Member of School Staff)**