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Accident & Injury Policy.doc - Google Docs

Scoil Náisiúnta Oíchead An Chláir

Clarecastle National School, Clarecastle, Co. Clare

Ratified By
BOM
05/03/2018

Accident and Injury Policy

Reviewed January 2018

Clarecastle National School



Accident & Injury Policy

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Principal Martin Moloney
Roll Number 17026M

Introduction:

This policy was formulated by the Staff, Board of Management and Parent's Association of Clarecastle National School following a consultative process. This policy is to be implemented by all members of staff while on the school premises and during all school related activities. A separate policy is in place 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 school secretary has responsibility for drawing up and maintaining records of the Supervision Rota.

Each class teacher is responsible for the supervision of the pupils in their class while on school grounds from 9.00am. The class teacher's duty of care finishes when all pupils in their class have exited the school grounds safely. Teachers on yard duty are directly responsible for the supervision of pupils at break times until such point as class teachers collect pupils from the yard or return to their classroom. Any teacher who knowingly leaves their pupils unsupervised or fails to arrange alternative supervision for their pupils is neglecting their responsibilities under the school Health & Safety Policy.

The school's staff Health & Safety Officer is Ms. H Parkinson or in the event of her absence, the Principal.. The Board of Management Health & Safety Officer is. Mr. B Browne.

School Ethos:

This policy strives to ensure that we in Clarecastle National School provide a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation and until such point as pupils leave the school safely at the end of the school day.

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 staff are put at risk;

- A comprehensive school Safety Statement has been devised and is regularly reviewed in which all hazards are identified and remedial measures are outlined.
- All staff members are supplied with a copy of the School Safety Statement.
- It is the responsibility of each staff member to ensure that they are familiar with and adhere to the contents of the school Safety Statement.
- The school is insured under Allianz Plc School Custodian Policy.
- First aid training for staff has been provided by Board of Management and is updated at intervals.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Any activities which may, in the eyes of the school authorities, cause a risk of injury to pupils or staff are not permitted.
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- Certain procedures are in place in the event of accidents.

Child Safeguarding

- Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s.
- Accidents/injuries that involve treatment of exposed minor cuts, bumps etc will be treated in the presence of another staff member.

Minor Accident/Injury

- The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be sent to the staffroom where they will be attended to by the teacher on Indoor Duty in the presence of another pupil.
- 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.

- Communication with Parents will take place when deemed necessary by the class teacher.

More Serious Accidents/Injuries

- If considered safe to do so, the injured party is taken to the Staffroom.
- 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.
- In the event of being unable to contact a Parent/Guardian the next contact will be the Emergency contact identified on the pupils enrolment form.
- In the event of not being able to contact anyone school staff will act "In Loco Parentis" taking whatever action they deem necessary to ensure the safety and well being of the pupil.

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.
- In the event of not being able to contact anyone school staff will act "In Loco Parentis" taking whatever action they deem necessary to ensure the safety and well being of the pupil.
- Parents are kept informed of developing situations.

Parent Contact Details

It is essential that:

- The school has up to date contact information for parents and emergency contacts.
- That the school is in a position to contact either parent or emergency contact.

It is the responsibility of each parent:

- To ensure that the school has up to date contact information for parents and emergency contacts.
- Parents are responsible for updating the contact details via the Parent Portal on Aladdin.
- The minority of parents who do not use the Parent Portal must update their contact information via the school office.
- Parents will be reminded by means of termly school newsletter of their responsibility in this regard.

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
- It is recommended that 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 organized by the school under the auspices of Cumann na mBunscol, helmets must be worn for hurling/camogie. Gum Shields must be worn for football.

Sprains/Bruises

Method:

- In the event of a sprain/bruise, the process of RICE (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. Where possible in the recovery position.
- 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

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/call ambulance immediately

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

The Accident & Injury Policy is based on collective staff input. The staff members on yard duty will automatically be assisted by others in the case of a serious injury or as the need arises.

Resources:

- Medical supplies are located in the staffroom.
- All staff are aware of where these are located.
- Medical supplies are replenished when deemed necessary by the Staff Health and Safety Officer Ms. H Parkinson.
- If any staff member recognizes that supplies need to be replenished please inform the Staff HSO directly.
- First Aid Kits are available in the staffroom. It is the responsibility of staff members utilizing First Aid Kits to ensure they have sufficient/appropriate supplies in the kit.

Record Keeping:

- All accidents/injuries which require treatment are to be recorded on an Accident Report Form which is available to all teachers on the Aladdin System or in the Commonly Used Forms Section on GOOGLE DRIVE.
- Teachers must make a note on individual pupil files on Aladdin of serious accidents/injury sustained by pupils.

- Notes on accidents/injuries should detail date and time of accident, location, nature of injuries, a brief description of the circumstance of the accident, level of supervision, procedures followed by staff etc.
- Very serious injuries will be notified to the school's insurers on the appropriate Incident Report Form.
- In the event of serious injury the class teacher should follow up with parents/guardians after an appropriate amount of time has elapsed.
- 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 at a meeting held on 05/03/2018.

Signed:


Mr. Liam Barry, Chairperson, BOM.