

*Saint Fiachra's Senior National School*  
**School Policy**  
**Accidents and Injuries to Pupils June 2009**

This policy was drafted in April 2009 by Niamh Dillon as the post holder with responsibility for First Aid.

Throughout this document “The Post Holder” refers to the Special Duties Teacher who has been given responsibility for First Aid .

**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 procedures are in place to deal with accidents/injuries 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

This policy re-enforces the elements of the school mission statement which advocates providing a safe environment for each child.

**Aims**

- 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 for staff training/development
- To comply with all legislation relating to safety and welfare at work

**Context of This Policy**

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 was prepared by the school community whereby all hazards are identified and remedial measures are outlined, if required.
- The school is insured under Allianz and a 24 hour policy underwritten by Allianz is available to all children. Parents may opt to avail of this policy at the beginning of each school year.
- Specialist First Aid Training was provided for interested staff in 2008 and the Board will provide for further training as required .
- Each classroom teacher regularly instructs his/her class on issues relating to safety in class/yard. Children are required to be seated if the teacher is not present in the room. Teachers will inform another staff member if they must absent themselves

briefly from their class. This other staff member will act in a supervisory role until the teacher's return. Clear instructions are given regarding the use of potentially hazardous equipment in art, science or P.E. Safety issues are addressed also through the S.P.H.E. programme. Pupils are expected to behave at all times with consideration for both their own safety and the safety of others. Failure to do so is dealt with under the school Code of Behaviour..

- The Board of Management accepts that despite the best efforts of school staff at prevention, accidents can and will happen. *On these occasions teachers are expected to exercise the standard of care of a reasonable and prudent parent.*

## **Resources**

Three First Aid boxes are available for use at all times:

Location 1: inside door of Secretary's Office; for use by Rooms 1 to 8 and by staff supervising the Office Yard

Location 2: on the wall outside toilets at Room 15; for use by Rooms 9 to 17 and staff supervising the Church Yard

Location 3: on the wall in the Staff Room in the two storey building; for use by rooms 18 to 25 and by staff supervising the Far Yard

Four small First Aid boxes are available for teachers to take with them on school outings. These can be collected from the teacher with responsibility for First Aid and should be returned after use. First Aid supplies have also been provided for use during after school sports activities.

Back-up supplies are available as follows:

In Lock Up 1 beside the office.

In the Music/Science Storage room

In the cupboard under the counter in the staff room of the two storey building.

The SNA working in each yard will restock the First Aid box from the relevant backup store and will inform the Post Holder of impending shortages. It is the responsibility of the Post Holder to re-order supplies and re-stock all kits as necessary

Contents of First Aid Boxes

- Adhesive Plasters
- Sterile Eye Pads
- Sterile Wound Dressings
- Triangular Bandage and Safety Pins
- Disposable Examination Gloves
- Tweezers
- Cotton Wool Pads

Re-usable ice packs are available from the fridges in both staff rooms.

Articare single use ice packs are available in each of the back up boxes. One of these should be used in cases of severe swelling/bruising.

Vinegar and bread soda are also available in the back up boxes for the treatment of stings.

## **Procedures**

### Minor Accident/Injury in Yard

There is one teacher and at least one SNA on yard duty during breaks. Any injury must be reported to the teacher on duty. If deemed necessary the child will be taken indoors by the SNA. Two other children may be asked to accompany them. Cuts are cleaned using water and cotton pads and a plaster or bandage is applied if appropriate. The use of plastic gloves is advised at all times. Ice-packs are available for treating minor bumps, bruises and sprains. The injury and the treatment given are recorded on the Yard Injury Sheet. When necessary parents are notified by the class teacher, and in the case of any injuries sustained to the head, parents will be notified as soon as is practical. If the staff member on yard duty or the class teacher, has any concerns regarding the injury the parents will be contacted by phone as a matter of course.

### More Serious Accident/ Injury in Yard

All head or eye injuries are considered to be potentially serious. Severe bleeding and suspected broken bones are serious. If it is considered safe to do so, the child is taken indoors. (The procedure for treating very serious injuries is listed below.) Parents/Guardians are contacted immediately and asked to come to the school. Until the parents arrive the child is kept under observation. The assistance of the Post Holder, the class teacher, the Principal or any other staff member will be sought. An Accident Report Form will be filled out subsequently, signed by the Principal and returned to the Post Holder for filing. A copy of all such Accident Reports will be kept on file in the Principal's Office and by the post holder.

### Very Serious Accident/Injury

In the event of a very serious injury parents/ guardians are immediately contacted. If the considered opinion of the attending staff is that immediate professional help is required then an ambulance is called. If the ambulance arrives before the parents do then a teacher (designated by the principal) will travel to the hospital with the child. Parents are kept informed of the developing situation. An Accident Report Form is completed and kept on file. In addition the School Insurers are informed on the special Incident Report Form.

### Accidents/Injuries During Class Time

The class teacher is responsible for treating minor injuries that occur during classroom activities. The incident should be recorded on the Class Injury Sheet located at the back of each teacher's Roll Notebook.

Serious injuries which happen during class time should be dealt with as above. The assistance of another staff member should be sought immediately.

## Accidents/ Injuries at Other Times

- If an accident happens while a child is coming to school or is on his/her way to another classroom the teacher who first comes upon the child will take on the duty of care.
- If an accident happens while on a school outing the teacher in charge will as far as possible follow these guidelines and will record the incident as appropriate on return ie. on the Class Injury Sheet if minor, or on an Accident Report Form signed by the Principal if more serious.
- If an accident/ injury happens during after-school sports activities (organized by the school authorities) the attending teacher will, as far as possible, follow these guidelines and record the incident appropriately.

## **Categories of Injury / School Procedures**

### Minor Cuts and Bruises

- Clean around cuts using cotton pad and water, cleaning from the centre outwards.
- Disposable gloves are worn to reduce the risk of infection.
- Check for any small bodies which may be embedded in the wound.
- Plaster is placed on the wound if necessary.
- Teacher observation is maintained.
- Child is advised to show parents.

### Sprains/Bruises

- The process of RICE is implemented ie. rest, ice, compress and elevate
- Teacher observation is maintained
- If in doubt parents are contacted.

### Faints and Shocks

- Place the casualty in the recovery position
- Check vital signs
- Ensure there is fresh air
- Reassure casualty
- Contact parents if necessary

### Burns/ Scalds

- Remove child from danger area
- Cool burnt area with cold running water for at least 10 minutes
- If possible remove rings etc
- Do not remove objects stuck to the skin
- Contact parents/doctor if necessary

### Severe Bleeding

- Act instantly-GO, Go, Go!
- Send for help
- Apply direct pressure with your hand, a sterile dressing or a lint free cloth. Raise the limb if no other injury is present.
- Do NOT use a tourniquet.
- Do NOT remove an impaled object.
- Do NOT remove a dressing once it has been put in place.
- Treat for shock
- Contact parents
- If very serious contact ambulance

### Unconsciousness

- Send someone to phone ambulance
- Send someone to phone parents
- Check vital signs
- If subject is not breathing commence artificial respiration
- If subject is breathing but you suspect broken bones in neck or back do not move them. Otherwise place the child in the recovery position.

### Head Injuries

- All head injuries are potentially serious
- Treat as appropriate for either bruising or bleeding
- In addition observe the child carefully looking out for signs of concussion such as double vision, blurred vision, inability to focus, dizziness, inability to respond appropriately to simple questions, nausea, pallor, clamminess.
- If in any doubt contact parents
- If serious contact ambulance

### Eye Injuries

- If there is something in the eye the eye may be irrigated with water.
- For bruising/ black eye a cold compress/icepack may relieve pain and reduce swelling.
- If there is cause for concern both eyes should be covered with a loose sterile dressing and medical help should be sought promptly. Parents should be contacted.

### Nose Bleeds

- Do NOT tilt the head back.
- Pinch the casualty's nose just below the bridge and apply constant pressure for at least 10 minutes.
- Seek medical help and contact parents if the bleed continues for more than 30 minutes.

### Stings

- Vinegar is used for wasp stings.

- Bread soda is used for bee stings

### **Contact Numbers**

Parents/guardians are asked to provide contact numbers at the start of each school year. These are available at all times in the school secretary's office.

### **Record Keeping**

All minor injuries/accidents which happen in yard are recorded on the Yard Injury Sheet in the Yard Book. The date, name and room number of injured child, nature of injury, action taken and the signature of the treating adult are entered. Minor injuries which happen in class are recorded on the Class Injury Sheet in the teacher's Roll Notebook. At the end of each school term/year these sheets will be collected and filed by the Post Holder.

More serious injuries are recorded on an Accident Report Form, signed by both the teacher and the Principal, and sent to the Post Holder for filing. All accidents which require medical intervention fall into this category.

Very serious accidents /injuries will also be notified to the school's insurers on the special Incident Report Form. This will be done by the Principal.

Relevant medical information on all pupils is obtained at the time of enrolment on a special section of the enrolment form. Any information received which has implications for yard supervision staff will be passed on to the Post Holder by the Principal. Such information as is deemed necessary, including a photograph of the child, will be compiled by the Post Holder and given to the teacher with responsibility for yard duty for inclusion in the relevant Yard Book.

### **Evaluation**

The success of this policy is measured by a set criteria-

- Maintaining a relatively accident free school environment.
- Positive feedback from staff, parents and pupils.
- Monitoring and evaluation at staff meetings.

### **Timeframe for Implementation**

This policy was fully implemented October 2009.

### **Review**

This policy will be reviewed in April 2014. The Post Holder will co-ordinate this review with input from all staff members.