



LUCAN EDUCATE TOGETHER

POLICY ON ACCIDENT REPORTING

Introduction:

This policy was originally drafted in November 2016 as a response to our revised Health & Safety statement. This revised 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 & Safety Officer is Therese Hesse. Fire Drill co-ordinators are Therese Hesse and Barbara Sharkey.

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 wellbeing 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 recently revised whereby all hazards are identified and remedial measures are outlined.
- The school is insured under Allianz and a 24 hour policy, underwritten by Allianz Insurances is in place for all children.
- The provision of specialist first aid training and AED (defibrillator training) for staff has been identified and provided for by Board of Management.
- Each classroom teacher regularly instructs his / her class on issues relating to safety in the class / yard. Dangerous practices such as climbing trees, throwing stones, running fast in the Infant yard, engaging in “horseplay”, fighting etc. are subject to severe sanctions (see School Anti-Bullying and Discipline Policies).
- Procedures are in place in the event of accidents.
- There are at least two teachers, on each yard, on yard duty at any one time.
- Special Needs Assistants provide support to pupils who need it on yard and in class.

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 reception area. No medicines are administered but cuts are cleaned with water and bandages / plasters applied if

deemed appropriate. The use of plastic gloves is advised at all times. Minor accidents are recorded in the yard book. Parents are notified through the school journal or by a telephone call.

All injuries or bumps to the head or neck warrant a phone call to the parents.

More Serious Accidents / Injuries

If considered safe to do so, the injured party is taken to the reception area. 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. If a child is involved in an accident or receives a head injury, the details are noted in the Accident Report Folder.

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. Parents are kept informed of developing situations.

An injury that results in a staff member missing work for three or more days will be reported to the Health & Safety Authority.

Categories of Injury / School Procedures

Minor Cuts & Bruises:

Method:

- Clean around cuts using water and cotton wool, 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. Note may be written in the pupils journal.
- In sports, such as camogie and hurling 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, parents/s are contacted.
- Teacher observation is maintained.

Faints & 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 Report 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.
- Get assistance from colleagues and call the ambulance.
- Contact parents.
- Record in accident report book.

Burns / Scalds:

- Immediately remove child from danger area.

- Cool burnt area with cool 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 to dress the wound.

Unconsciousness:

- Ring for medical help.
- Check for broken bones, neck or back injury.
- Place child in recovery position.
- Ring for parents.
- If subject is not breathing, artificial respiration is applied.
- AED may be needed.
- Other children are kept away.

Stings / Bites:

- Vinegar may be used for stings.
- 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:

Four first aid boxes are located in strategic areas of the school. (Staff room, office, Junior infant class adjacent to Junior Infant yard and outreach class). All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Health & Safety Officer.

Record Keeping:

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not include

administration of medication (except for circumstances where a pupil has a care plan documenting medication and procedures to administer the same).

- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured / ill person can be moved. Where it is felt a breakage or other serious injury has occurred, the injured / ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured / ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
 - If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent / guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve the calling of an ambulance. A staff member will remain with the pupil until their parent / guardian arrives.
 - In such circumstances, repeated attempts will be made to contact parents.
- If the injured / ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health and safety of the injured / ill person.
- A written report will be kept of all serious accidents. This report will be put into the accident report folder.
- The accident report folder is kept in the office alongside the first aid box.
- If an injury to staff is reported this report will then be moved to their personal file in the filing cabinet.
- Our accident reporting strategy will be reviewed once per academic year, in September, taking into account any recommendations and implementing appropriate changes to our strategy.

The accident report form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstances of the accident, procedures followed by staff etc. Very serious injuries will be notified to the schools insurers – Special Incident Report Form. 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. Children with acute medical conditions, for example, epilepsy, diabetes, asthma and severe allergies have a care plan agreed to by parents and staff (see care plan folder and pupils with medical needs folder on the share drive.)

Evaluation:

The success of this policy is measured from set criteria:

- Maintaining a relatively accident free school environment.
- Positive feedback from staff, parents and children.
- Continual yard observation of behaviour by all staff engaged in supervision duties.
- Monitoring and evaluation at staff meetings.
- Reviewing the policy and evaluation at the beginning of each academic year – responding to experience and implementing appropriate changes.

Activity:	Date:
Reviewed:	
Ratified by Board of Management:	
Effective from:	
Next Review Date: *	

*** Unless reviewed at an earlier date if deemed necessary by a change in law, Department policy, or to reflect changing school circumstances.**

Signed: _____

Chairperson:

Signed: _____

Principal: