

**School Accident and First Aid Policy**

**2015+**

**Board of Management Scoil Bhríde Nurney**

**2015+**



**Scoil Bhríde**

**School Accident and First Aid Policy**

**Introduction:**

This policy was originally drafted in March 2009 as a response to newly enacted Health & Safety legislation. It was re-drafted in November 2014 by the whole school staff and 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 and Safety Officer is **Gavin Burke** (BOM parent rep). The First Aid Officer is **Emer O’Mahony** (due to be elected after in-service training). Fire Drill coordinator is **Catherine Owens**.

**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 staff are put at risk;

* Relevant medical information on all pupils is obtained at time of enrolment on a section of our enrollment form. Parents/Guardians are asked to list allergies and other medical conditions their child may have.
* The onus is on Parents/Guardians to keep the school informed of any changes to any of their contact details. A reminder is sent home each September regarding mobile phone numbers.
* 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 Insurance and a 24-hour policy, underwritten by Allianz Insurance is in place for subscribed children
* The provision of specialist first aid training for staff has been identified as a priority 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, climbing goalposts, throwing stones, running fast in the Infant areas, engaging in “horseplay”, fighting etc. are subject to severe sanctions (see School Anti-Bullying and Discipline Policies)
* Certain procedures are in place in the event of accidents
* It is the responsibility of the attending teacher to decide what is a “significant injury.” They will make a common-sense judgement as any responsible Parent would and take into account the specific needs of the child concerned.
* There are at least two teachers on yard duty at any one time. Record forms are kept in both the Principal’s office and the Learning Support room/Deputy Principal’s office and are used when deemed necessary.
* An SNA may administer first aid and inform the supervising teacher.
* All procedures must be carried out bearing in mind Scoil Bhríde’s Child Safeguarding Statement and Intimate Care Policy.

**Minor Accident/Injury**

The injured party is initially looked at by the attending teacher following standard procedures. If deemed necessary, the child will be taken by the attending teacher or sent to the library area/school reception area/school office/principal’s office or staff room, depending on the discretion and judgement of the attending teacher. Scoil Bhríde does not have a ‘Sick Bay’. At this juncture no medicines are administered but the attending teacher or more preferably the pupil themselves, to foster independence, may clean minor cuts with medi-wipes and apply bandages/plasters if deemed appropriate by the attending teacher. The use of plastic gloves is advised. Sprains or fractures will not be bandaged. The class teacher is notified. Parents of infants are notified as a matter of protocol. The attending teacher will record events on the School’s Accident Record Form if deemed serious enough. If deemed necessary by the attending teacher, the child is kept under observation by an available teacher/staff member (as much as a prudent parent), with the emphasis on making the child as comfortable and as settled as possible.

**More Serious Accidents/Injuries**

The injured party is initially looked after by the attending teacher following standard procedures. If considered safe to do so, the injured party is taken to the library area/school reception area/school office/principal’s office or staff room, depending on the discretion and judgement of the attending teacher. The class teacher and the principal/deputy principal are informed by the attending teacher. Parents/guardians (or if not available the person nominated to be contacted in case of an emergency) are immediately informed by the Principal/Deputy Principal, particularly if there is a suspicion of broken bones/head or eye injuries. Sprains or fractures will not be bandaged. The child is kept under observation by an available teacher/staff member (as much as a prudent parent) until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible. The attending teacher will record events on the School’s Accident Record Form.

**Very Serious Injuries (in classroom/yard)**

The injured party is initially looked after by the attending teacher following standard procedures. The class teacher and principal/deputy principal are informed by the attending teacher. The child is kept under observation by an available teacher/staff member (as much as a prudent parent) until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible. In the event of a very serious injury, parents/guardians (or if not available the person nominated to be contacted in case of an emergency) are immediately contacted by the Principal/Deputy Principal. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. Children will only be taken to hospital by ambulance or directly by their parents. Staff will not transport children to hospital in their cars. Parents are kept informed of developing situations. The attending teacher will record events on the School’s Accident Record Form.

**Categories of Injury and Standard Procedures**

**Minor Cuts and Bruises**

**Method:**

* 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

**Sprains/Bruises**

**Method:**

* In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
* Sprains or fractures will not be bandaged
* If in doubt, Principal/Deputy Principal are informed
* 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
* Principal/Deputy Principal are informed
* 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!**
* Principal/Deputy Principal are informed
* Contact parents
* If very serious contact casualty 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**

* Place child in recovery position
* **GET HELP!**
* Ring for medical help
* Principal/Deputy Principal are informed
* 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**

* Vinegar and zapper is used for wasp stings
* Vinegar and zapper is used for bee stings
* Principal/Deputy Principal are informed
* 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:**

First aid boxes are located in the learning support room/Deputy Principal’s office and the principal’s office. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the First Aid Officer.

**Record Keeping:**

Accidents/injuries necessitating First Aid are recorded on a School Accident/Illness Record Form [see Appendix 1] which is kept with the First Aid Boxes.

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 as well as up to date contact details.

**Evaluation:**

The success of this policy is measured from set criteria;

* Positive feedback from staff, parents, children
* Continual yard observation of behaviour by all staff engaged in supervision duties
* Monitoring and evaluation at staff meetings

**[Appendix 1]**

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| --- |
| Scoil Bhríde Accident/Illness Record Form |
| Pupil name: | Teacher on duty: |
| Pupil Class: | **Date:**  |
| Incident  | **Description**  | **Tick as appropriate**  |
| Cut  |  |
| Bump  |  |
| Graze  |  |
| Bruise  |  |
| Stomach/Head ache |  |
| Other  |  |
| Action taken  | Ice-pack |  |
| Medi-swab and/or Plaster  |  |
| Informed class teacher |  |
| Sent home  |  |
| Other  |  |
| Additional notes |

**Ratification of Policy**

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of Board of Management Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Board further endorses \_\_\_\_\_\_\_\_\_\_\_\_ as the school’s Health and Safety Officer. \_\_\_\_\_\_\_\_\_\_\_\_ as the school’s First Aid Officer. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the school’s Fire Drill coordinator.

On behalf of the Board of Management:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_