

Patrician Primary School

Policy on Accident, Injury and Illness



Introduction

This policy was originally drafted to provide guidance to staff members for possible accidents or injuries in the school. It was agreed upon by the whole school staff and was shared with the Parent Association before being ratified by the Board of Management.

Purpose

The formulation of this policy enables our school to effectively:

- Provide for the immediate needs and requirements of students (or staff) who have sustained either a serious or a minor injury or have fallen ill
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents/illnesses 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

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 (see health and safety policy for more details in this area)

Scope

This policy applies to all staff and students of Patrician Primary School.

Policy Statement

This policy re-enforces the elements of the school vision 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.

Roles and Responsibilities

The overall responsibility for the day-to-day management of school supervision and routines rests with the principal. The class teacher is responsible for classroom supervision and staff members on yard duty are directly responsible for the supervision of pupils at break time. The school Health and Safety Officer is: Olivia Coomey.

Procedures:

Safety of pupils and staff is a priority for the Board of Management, and measures have been put in place to ensure, as much as is practicable, no children or staff are put at risk. For example:

- The school Health and Safety Statement and Risk Assessment are annually revised whereby all hazards are identified and remedial measures are outlined.
- The school is insured under LHK Insurance and a policy, underwritten by Allianz Insurance, is in place for all children and staff and paid for as part of the annual school expenses.
- First Aid Training is made available for all staff every five years. The most recent training was in September 2023.
- 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 in the corridors, engaging in "horseplay", fighting etc. are constantly reinforced as being prohibited and are subject to consequences (see School Code of Behaviour)
- There is at least one teacher and one SNA on yard duty on each yard at any one time during yard play

Illness

Teachers are not qualified medics. Staff act 'in loco parentis' in all accident, injury or illness situations. It is the policy of the school to over-inform rather than under-inform parents when it comes to illnesses or injuries. It is the decision of the parent/guardian in fifty-fifty calls about whether or not to collect children who may or may not be genuinely unwell. Teachers will advise parents/guardians as much as possible over the phone if they feel the child needs to go home.

It is the responsibility of parents/guardians to inform the school if the child was slightly unwell before school. Children who are sick should not be sent to school, in order to avoid spreading infection to others. Children who are sick should remain home until they are appropriately recovered to avoid recurrence of illness and also to avoid spreading of infection.

Allergies

All staff are kept aware of any important and relevant allergies of children. Anonymized notes on what to do are kept in the staff room. Epipens are also kept in the staff room. (see administration of medicine policy for more details). Parents / Guardians are asked to update allergy forms on a regular basis in the event that new information comes to light.

Minor Accidents/Injuries (see examples below)

The injured party is initially looked after by a staff member on yard duty. If deemed necessary, the child will be taken to the nearest bench/seat. This is in a public and visible area. No medicines are administered (see administration of medicine policy) but cuts are cleaned with anti-septic wipes and bandages/plasters are applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents/guardians are phoned as soon as possible as a matter of protocol if there has been a head injury. Staff act 'in loco parentis' in all accident/injury situations. It is the policy of the school to over-inform rather than under-inform parents when it comes to accidents or injuries. All accidents/injuries are recorded in the relevant school 'incident/accident book'. All staff are aware where the 'incident/accident books' are kept.

More Serious Accidents/Injuries (see examples below)

If considered safe to do so, the injured party is taken to the bench or a seat. 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.

Very Serious Injuries (see examples below)

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 first. Parents are kept informed of developing situations.

Examples (This list is not exhaustive)

Minor	More serious	Very serious
<ul style="list-style-type: none">• small cuts and bruises• minor sprains• stings• minor allergic reactions (hayfever etc.)	<ul style="list-style-type: none">• head bangs• fainting• suspected broken bones or serious fall• burns/scalds• serious asthma attack	<ul style="list-style-type: none">• rapid blood loss• serious epileptic fits or seizures• loss of consciousness

School Procedures for common categories of injuries/illnesses

Minor Cuts and Bruises:

- 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
- Children are advised to show/tell parents/guardians.
- Ice packs administered from staff room. Tissue wrapped around icepack. Self-administration by child is encouraged
- Child encouraged to take off ice-pack after 5 minutes to check for recovery
- Teacher observation is maintained
- The event is subsequently recorded in the Incident/accident Book

Head Bumps:

- Child is brought in to sit on the bench.
- Child asked if it is okay to check for a lump if on the scalp
- Check vision for blurriness and observe behaviour (e.g. speech, memory)
- Current medical advice is that ice-pack is applied if injury is on the face or forehead but not on the scalp or back of the head.
- Parents/guardians informed immediately as a precaution
- The event is subsequently recorded in the incident/accident book
- Teacher observation is maintained

Sprains/Bruises:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parents/guardians are contacted
- Teacher observation is maintained
- The event is subsequently recorded in the incident/accident book

Faints:

- 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/guardians as soon as possible and recommend the child is sent home immediately
- The event is subsequently recorded in the incident/accident book

Epileptic Fits:

- Lie the casualty down
- Remove any possible environmental dangers
- Do not attempt to move the casualty unless they are in a dangerous position
- Time the fit if possible
- Keep crowds away
- Reassure casualty when they recover
- Inform parents/guardians as soon as possible and recommend the child is sent home immediately
- The event is subsequently recorded in the incident/accident book

Severe Bleeding:

- 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/guardians immediately
- If very serious, contact ambulance immediately
- Record in incident/accident book

Burns/Scalds:

- Immediately remove child from danger area
- Cool burnt skin 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
- If serious, contact parents/guardians as soon as possible
- Record in incident/accident book
- Teacher observation is maintained

Unconsciousness

- Ring for medical help immediately
- Place child in recovery position when they regain consciousness
- Ring for parents/guardians immediately
- Checking for broken bones, neck or back injury is the job of a medical professional, teachers should not move casualty if they suspect such an injury
- If subject is not breathing, artificial respiration is applied

Stings/Bites

- Vinegar is used for wasp stings
- Bread soda is used for bee stings
- If case is serious, parents/guardians are contacted

This 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:

The first-aid boxes are located inside the main door in the junior yard area and in Room 1 in the Senior yard area. All staff are aware of the locations. The contents of such boxes are replenished when deemed necessary. Regular checks of the contents are made by the staff Health and Safety Officer. First-Aid posters with procedures for various possible emergency situations are kept in the staffroom. Ice packs are kept in the staffroom freezer.

Record Keeping:

All accidents/injuries are recorded in the incident/accident report books which are kept with the SNAs. There is one incident/accident report book per stream. Separate copies of adult accident report forms are kept in the office. (See health and safety policy appendix). Very serious injuries will be notified to the school's insurers. Parents/guardians should contact the office for insurance claim forms. Relevant medical information on all pupils is obtained from parents/guardians at time of enrolment, including information on allergies and other medical conditions their child may have.

Staff Emergency Contacts

On confirmation of employment, all staff members are asked for an emergency contact number. These are kept on Aladdin and in the principal's office and are only used in case of emergency.

Evaluation:

The success of this policy is measured from set criteria:

- Maintaining a relatively accident free school environment
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Regular monitoring, evaluation and review at staff meetings

Related Documentation

This Policy should be read in conjunction with:

- Health and Safety Policy
- Administration of Medicine
- School Code of Behaviour

Policy Communication, Ratification and Review

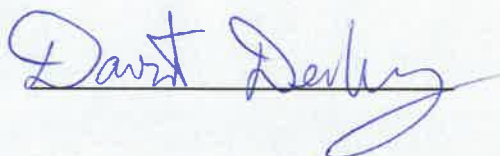
- This policy was developed with the staff and shared with representatives of the Parent Association before being ratified.
- The policy will be shared with all staff and parents/guardians. It will be available on the school website and on request.
- This policy was ratified at the meeting of the Board of Management in May 2024.
- This policy will be reviewed as part of the school policy five-year review plan or before if necessary

Signed:



Brian Mulvey (chairperson of BoM)


Date: 29/5/24



David Dempsey (principal)

Date: 20/5/24

Version Control

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