

Accident and Injury Policy 2014



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OUR ETHOS

The Central Model Infants' School is a co-educational school, under the patronage of the Minister of Education. The Central Model Infants' School is an inclusive, child centred Learning Community. Respectful relationships are fundamental to us. We achieve excellence through high expectations, teamwork and shared leadership. We aim to nourish and develop each child's sense of their own self-worth as an individual and celebrate their unique gifts and talents.

This policy was revised in April 2014 in line with Health & Safety legislation. It follows discussion with the school staff, Board of Management and pupils. It applies to all in our school community.

This policy should be read in conjunction with our:-

- ✚ Safety Statement.
- ✚ Critical Incident Policy.
- ✚ Code of Behaviour.
- ✚ Supervision Policy.

The policy:-

- ✚ Deals with the immediate needs of pupils/staff who have sustained either a minor or a serious injury.
- ✚ Ensures that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- ✚ Details the communication between parents/guardians and staff.
- ✚ Activates a known plan of action, with which all staff are familiar.
- ✚ Is available on the shared server and on the school website.

Roles and Responsibilities

The Principal, Catherine Groves is responsible for the day to day management of school supervision/routines, and in her absence Deputy Principal, Catherine O'Connell. 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 secretary is responsible in consultation with the Principal for restocking first aid supplies at the end of the school year.

Aims/Objectives

- ✚ To prevent accidents and injuries through best Health and Safety practice in all areas of school life.
- ✚ To ensure the physical safety and well being of all and pupils and staff.
- ✚ To develop clear procedures, whereby all injuries are dealt with in a competent and safe manner.
- ✚ To provide training, staff development and 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

Minor Accidents/Injuries in the school yard

The injured party is initially looked after by the teacher on yard duty. The SNA on yard duty ensures that there is a First Aid Kit available at all times outside. If necessary, the child will be taken to the First Aid Station (outside the staffroom) by the SNA. The first aid kit from the staffroom is used. Cuts are cleaned with antiseptic wipes and plasters applied if appropriate. First aid gloves must be used at all times. Parents are informed of the incident by the class teacher at home time.

Reassurance

All efforts are made to soothe and comfort the injured party. Staff speak calmly and encourage relaxed breathing. If a child is in distress, their own class teacher may be the best person to comfort them. Sometimes a child's friend may help to keep them calm.

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the First Aid Station. The First Aid Teacher attends to the injury; the Principal is informed and assesses the situation. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.

Very Serious Injuries

In the event of a very serious injury an ambulance is called. The child is made comfortable by the person trained in first aid and the Principal. The child will be accompanied by a teacher in the ambulance. Parents are contacted immediately.

Minor Cuts and Bruises

- ✚ Clean around cuts, 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 is placed on the wound, if necessary.
- ✚ Children are advised to show/tell parents.

Sprains/Bruises

- ✚ In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented (RICE).
- ✚ If in doubt, parents/guardians are contacted.
- ✚ Teacher observation is maintained.

Allergic reactions/anaphylaxis

- ✚ Call parents in the case of an allergic reaction – itchiness, rash or swelling of face and feet.
- ✚ Call an ambulance if the person is anaphylactic.
- ✚ Consult child's Teacher/Principal to check information on allergy triggers and whether an epi-pen is to be used in an emergency.

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.
- ✚ Contact parents.

Severe Bleeding

- ✚ Ambulance is called
- ✚ 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.
- ✚ Contact parents.

Choking

- ✚ Ambulance is called
- ✚ Consult person trained in first aid.
- ✚ Hit casualty firmly on the back 5 times.
- ✚ Give 5 quick abdominal thrusts.
- ✚

Burns/Scalds

- ✚ Remove child from danger area.
- ✚ Cool burnt area with cold running water.
- ✚ Do not remove clothing/objects stuck to skin.
- ✚ Call an ambulance. The child will be accompanied by a teacher in the ambulance.
- ✚ Contact parents.

Unconsciousness

- ✚ Ambulance is called.
- ✚ Place child in recovery position.
- ✚ Contact parents.
- ✚ Check for broken bones, neck or back injury.
- ✚ If subject is not breathing, artificial respiration is applied.

Stings/Bites

- ✚ Consult First Aid Teacher.
- ✚ Check for bite mark or stinger.
- ✚ Check for swelling/bleeding.
- ✚ Remove the stinger with a tweezers and clean.
- ✚ Apply Bug Bite Relief spray.

Recording and Reporting

- ✚ The details of the incident will be recorded in the **Accident Folder** (kept in the staffroom) by whoever witnessed it.
- ✚ The “treatment person” will record details of treatment and ask the Principal to sign the report.
- ✚ All details **must** include time, date and signature.
- ✚ Serious injuries should always be reported to the First Aid Teacher and/or the Principal/Deputy Principal.
- ✚ For any injuries to the head, please consult with the Principal or Deputy Principal. Children will be monitored by class teacher and Principal/Deputy Principal. Parents may be phoned.
- ✚ Each teacher is responsible for having a fully stocked First Aid Kit on all trips. The designated senior teacher on trips will decide on the course of action.

Further action may include

- ✚ The Principal / Deputy Principal may decide to contact Parent/Guardians. Any phone call or conversation with a parent should be recorded in the incident book including date and time. It may be necessary for the Parent/Guardian to collect their child or it may be enough to inform them of bump and allow the child to remain in class until home time.
- ✚ The child may be brought home by the Principal or another teacher.
- ✚ An Ambulance may be called in the case of a serious accident - the child will be accompanied in the ambulance by a teacher. Parents will be informed of this.

Toileting accidents

- ✚ Clean underwear and suitable clothing are kept in the school so that if a pupil has an accident of this nature they will, if necessary, be offered a change of clothing.
- ✚ If the pupil is unable to clean or change themselves and the parents/guardians cannot be contacted the child will be assisted by members of staff familiar to the child.
- ✚ In all such situations two members of staff, including one teacher should be present.
- ✚ Records of all such incidents are kept and parents will be notified.

Dangerous waste – Needles/glass

- ✚ The school secretary will check the area near the lane at room 5, each morning to ensure there is no dangerous waste on school grounds.
- ✚ The secretary will keep a log of any dangerous materials found.
- ✚ Needles are to be disposed of in the Sharp Box using gloves.
- ✚ Teachers are vigilant and check the playground for dangerous waste.
- ✚ Children are taught not to pick up sharp objects and to report them to a member of staff.

Staff Development

- ✚ All staff are encouraged to train in First Aid. Teachers already trained in First Aid will undertake refresher courses.
- ✚ This policy is referred to regularly at Staff Meetings and all staff are made aware of correct procedures/changes in procedure.
- ✚ The Board of Management commits to ensuring the staff train in first aid and that current best practice is in place.

Success Criteria

- ✚ Accidents are kept to a minimum.
- ✚ When accidents occur they are dealt with calmly and efficiently.
- ✚ All staff are aware of the correct accident procedures and of this policy.
- ✚ There is clear effective communication between school and home.
- ✚ Correct records are kept.
- ✚ An increasing number of staff are trained in First Aid.

This Accident and Injury Policy was ratified by The Board of Management at a meeting on 18th June 2014

Chairperson Board of Management

Date