



# **School Accident and First Aid Policy**

## **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 garden duty are directly responsible for the supervision of pupils at break time. The First Aid providers are: Lisa Healy (SNA) and Maria McCabe (SNA)

**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 enrolment 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.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the garden.
- 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 staff members including a teacher on Garden duty at any one time. Record forms are kept at designated areas on each floor and are used when deemed necessary.

### **Minor Accident/Injury**

The injured party is initially looked after by the attending staff member following standard procedures. They will then call for advice and assistance from the trained First Aid providers. At this juncture no medicines are administered but minor cuts are cleaned with medi-wipes and or antiseptic cream and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Sprains or fractures will not be bandaged. The class teacher is notified. Parents are notified via the communication books with a follow up phone call if necessary. The staff member will record events on the School's Accident Record Form. SNA's are permitted to clean a minor injury and apply antiseptic cream. A first aid backpack will be maintained and kept in date by the first aiders who will also remind the teacher (who has the responsibility to bring it) to take it on outings beyond the immediate community. The first aiders will check the dates of everything and will notify the principal of when things need to be replaced. The principal will in turn sanction the first aiders to resource the kits as required.

### **More Serious Accidents/Injuries**

The injured party is initially looked after by the attending staff member and then assistance is called for from the first aid providers. 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 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 and garden)**

The injured party is looked after by the attending staff member and the first aid provider following standard procedures. The class teacher and principal/deputy principal are informed by the attending teacher. 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 center 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**

#### **Method:**

- 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**

#### **Method:**

- 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**

#### **Method:**

- 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

### **Epilepsy**

- Any child with epilepsy will have a Seizure Care Plan. This plan is on the 'staff clip board' working with the student. This plan is to be displayed in the staff room

### **Unconsciousness**

#### **Method:**

- 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 is used for wasp stings
- Principal/Deputy Principal are informed
- If case is serious, parent/s are contacted

The First Aid Policy is based on collective staff input. The teacher on garden duty is automatically assisted by others in the case of a serious injury.

### **Resources:**

First aid boxes are located in the hall and in the staff room, the names of the three first aiders are on the boxes. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Deputy Principal.

### Record Keeping:

Accidents/injuries necessitating First Aid are recorded on a School Accident/Illness Record Form. 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 garden observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

### Ratification of Policy

Signed:   
Chairperson of Board of Management

Signed:   
Principal

Date: 15/3/18

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The Board further endorses,

Nicole Allen as the school's Health and Safety Officer

Rosie Proszynski as the school's First Aid Officer

Michael V.S. as the school's Fire Drill coordinator.

On behalf of the Board of Management:

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