



St. Joseph's Special School

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Registered Charity Number: 20140210 Roll Number: 19520H

School Accident/Injury Policy

Introduction

This policy was originally drafted in September 2006 as a response to newly enacted Health & Safety legislation. It was re-drafted in May 2018 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 Health and Safety Officer is Graeme Crombie

(to be reviewed when the moratorium on posts of responsibility is lifted). Fire Drill coordinator is Graeme Crombie.

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

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 staffs 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 Insurances underwritten by Marsh Ireland Insurances.
- 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
- There is at least one teacher and three adults on yard duty at any one time

Minor Accident/Injury

The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be taken off the yard and supervised inside. No medicines are administered but cuts are cleaned with anti septic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified as a matter of protocol.

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken off the yard.

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

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.

Categories of Injury/School Procedures

Minor Cuts and Bruises

Method:

In all cases of injury, it is understood that there is at least one teacher on yard duty.

- 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
- Children are advised to show/tell parents

Sprains/Bruises

Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, 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
- Contact parents
- The event is subsequently recorded in the Accident Book

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!**
- Contact parents
- If very serious contact casualty immediately
- Record in accident book.
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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

Unconsciousness

- Ring for medical help
- Place child in recovery position

- 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
- Bread soda is used for bee 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

Three first aid boxes are located in strategic areas of the school (Home Economics Room, Sports Changing Room, Woodwork Room and Secretary's Office). All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Health and Safety Officer or some other designated staff member.

Record Keeping

All accidents/injuries are recorded in the Accident Report Book which is located in the principal's office. One Accident Report Book covers all children in the school. Teachers are encouraged to keep a separate copy of accident report forms relating to injuries sustained by children in their class. The accident report form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc. Very serious injuries will be notified to the school's 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.

Evaluation

The success of this policy is measured from set criteria;

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings.

Ratification, Dissemination and Review.

This policy is a collaborative document and is disseminated to the school community.

Storage Procedures: In St. Joseph's School.

Ratified by: Board of Management, St. Joseph's School: **June 2019**

Appendix 1

ILLNESS/INJURY PARENT NOTIFICATION

Child's Name _____ Class _____

Date ___/___/___ Time __:__ am/pm Duty Teacher _____

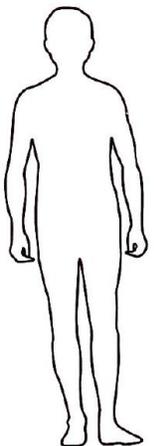
Location within School: _____

Dear Parent,

Today your child received first aid attention

He/She

- Was stung or bitten
- Vomited
- Complained of abdominal pains
- Complained of ear ache
- Had a bad cold
- suffered respiratory distress – persistent cough
- Suffered from a rash or sores
- Received a blow to/knock on the head
- Complained of a toothache
- Complained of a headache
- Complained of chest pain
- Suffered from diarrhoea
- Had a nose bleed
- Had a high temperature
- Sore throat
- Received a heavy knock/bruising
- Received cuts/abrasions which caused distress
- Other _____



TREATMENT: Your child was:

- Given First Aid at school (clarify) _____
- Allowed to rest and returned to class
- Taken to the Out Patients Department at the local hospital
- Parents/guardians have been contacted by phone
- Attempted to contact parents/guardians by phone – left message
- Collected and taken home
- Further Comment _____

Signed: _____ Teacher on Duty

Appendix 2

Staff Accident/Injury Form

INJURED PARTY DETAILS:

Name			
Address			
Date of Birth		Male/Female	

Status (Please tick appropriate box)

Teacher/SNA/staff member
 Visitor
 Contractor

Other (please Specify) _____

Date of accident/incident _____

Date accident/incident report to Princip _____

Where appropriate, more than one box in each section may be ticked.

Type of accident/incident

Injured/damaged by a person	<input type="checkbox"/>
Struck by/contact with	<input type="checkbox"/>
Caught in/under	<input type="checkbox"/>
Slip/trip/fall	<input type="checkbox"/>
Sharps	<input type="checkbox"/>
Road Traffic Accident/Crash	<input type="checkbox"/>
Exposure to substances/environments	<input type="checkbox"/>
Manual handling	<input type="checkbox"/>
Property damage	<input type="checkbox"/>

MAIN AGENT WHICH CAUSED ACCIDENT:

Part of Body Injured

Head (except eyes)	<input type="checkbox"/>
Eyes	<input type="checkbox"/>
Face	<input type="checkbox"/>
Neck, back, spine	<input type="checkbox"/>
Chest, abdomen	<input type="checkbox"/>
Shoulder	<input type="checkbox"/>
Upper arm	<input type="checkbox"/>

TYPE OF INJURY

Fatality	<input type="checkbox"/>
Bruise	<input type="checkbox"/>

Appendix 3

Accident Investigation - Principal's Report

Witness Details					
How did the accident happen					
What caused the accidents					
	ineffective guarding		lack of protective equipment		lack of training
	lack of maintenance		Safety rules not followed		inexperience
	unsafe work methods		misconduct/challenging behaviour		workplace design (equipment, design, layout)
	weather		poor housekeeping		language difficulties
Explain					
How can a recurrence be prevented?					

Consequence	Result	Anticipated absence
<input type="checkbox"/> Fatal	<input type="checkbox"/> Sick leave	<input type="checkbox"/> 1-4 days
<input type="checkbox"/> Non-fatal	<input type="checkbox"/> Excused	<input type="checkbox"/> 4-7 days
	<input type="checkbox"/> Light duty	<input type="checkbox"/> 8-14 days
	<input type="checkbox"/> Medicine	<input type="checkbox"/> More than 14 days
		<input type="checkbox"/> None, i.e. No anticipated absence resulting from the accident/incident

Has the accident been reported to the HSA Yes No Not applicable

Have you informed your insurance company? Yes No Not applicable

Principal's name: _____

Signature: _____ **Date:** _____

