



Holy Family Senior National School
River Valley, Swords, Co. Dublin.

School Accident and First Aid Policy

Introduction:

This policy was originally drafted in January 2019 as a response to newly enacted Health & Safety legislation. This policy applies to all users of the school premises and to 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, staff and ancillary staff 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 small break time and big break time. The school's Health and Safety Officer is **Jimmy Mc Donald** (Teachers' rep). The First Aid Officers are listed in the staff room. Fire Drill coordinator is **Geraldine Gowen** (principal).

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 wellbeing of all staff, ancillary 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, staff member or ancillary staff member is 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 or medical information with regard to their child. A reminder is sent home each September regarding relevant emergency phone numbers.
- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined. An annual safety check of the school grounds and buildings is carried out every September whereby all hazards are identified and remedial measures are outlined and presented to the principal for her attention.
- The school is insured under Allianz Insurance and a 24 hour policy, underwritten by Allianz Insurance is in place for all children enrolled in the school.
- 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 and a programme "Discipline for Learning" is followed to encourage good behaviour. (see School Anti-Bullying and Behaviour Policies)
- 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.
- If a child receives a head injury while on yard a record is immediately written up, a note given to the pupil for their parents and then the parents are contacted by phone to let them know about the incident.
- There are at least seven teachers on yard duty at any one time. There is one teacher responsible for sick/injured children during their lunch break where they are supervised in the Detention Room. There are two teachers supervising the 3rd class yard, one teacher supervising the 4th class yard, one teacher supervising the 5th class yard and two teachers supervising the 6th class yard during the 12:45-13:15 yard break. The teachers also provide supervision during the 10:40-10:50 small break time. A record book is kept at the sick bay area and are used when deemed necessary. The teacher on duty records a list of those sick/injured children attending the sick bay.

First Aid

The school takes First Aid training seriously and the provision is made every two years by the Board of Management for the up-skilling of the required number of teachers in occupational first aid. A list of those teachers qualified in occupational first aid is displayed in the staffroom. There are fully equipped first-aid boxes located throughout the building. They are located on the walls;

- outside the staffroom,
- Room 5,
- Room 13,
- Room 23
- at the bottom of the stairs in the New Building.

The first aid equipment is fully compliant with legislation and guidelines as set out in the "Guidelines on Managing Safety, Health and Welfare in the Primary School". Below is set out our agreed procedures about when first-aid will be administered. The first-aid equipment is regularly updated by Tommy Duffy and the contents are replenished when deemed necessary.

Minor Accident/Injury

The injured party is initially looked after by the attending teacher following standard procedures as outlined in Categories of Injury and Standard Procedures. If deemed necessary, the child will be taken by the attending teacher/SNA to the 'sick bay' which is in the breakfast room area, otherwise basic first-aid is carried out on yard. At this juncture no medicines are administered but minor cuts are cleaned with medi-wipes and bandages/plasters applied if deemed appropriate by the attending teacher. The use of plastic gloves is advised at all times. Sprains or fractures will not be bandaged. The class teacher is notified. The attending teacher will record events on the School's Accident Record Form.

More Serious Accidents/Injuries

The injured party is initially looked after by the attending teacher following standard procedures as outlined in Categories of Injury and Standard Procedures. The SNAs carry small first-aid kits with them on yard. Usually the child self-administers basic first-aid under the supervision of the SNA or yard teacher on duty. If considered safe to do so, the injured party is taken to the 'sick bay'. 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 the attending teacher 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 child is initially looked after by the attending teacher 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 be taken to hospital by ambulance or directly by their parents. However, where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members will take a child by taxi into Accident and Emergency without delay. Parents are kept informed of developing situations. The attending teacher will record events on the School's Accident Record Form.

Defibrillator

There are two defibrillators in the school. One is located in the PE hall and is mounted on the wall to the left of the kitchen area. The second one is located in the new building at the bottom of the stairs. All staff are trained in how to use the defibrillators.

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
- Parents/guardians 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/guardians

Severe Bleeding

Method:

- Act instantly
- Sit 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
- **GET HELP!**
- Principal/Deputy Principal are informed
- If very serious contact casualty immediately
- Ring for an ambulance
- Contact parents/guardians

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 Burncare (available from Mr Duffy) is used
- Ring for an ambulance
- Contact parents/guardians

Unconsciousness

- Place child in recovery position
- **GET HELP!**
- Ring for medical help
- Principal/Deputy Principal are informed
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied
- Other children are kept away
- Ring for an ambulance
- Contact parents/guardians

Stings/Bites

- Vinegar is used for wasp stings
- Bite and Sting relief 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.

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Record Keeping:

Accidents/injuries necessitating First Aid are recorded on a School Accident/Illness Record Form [see Appendix 1] which is kept in the secretary's office. Very serious injuries will be notified to the schools insurers by filling out the Special Incident Report Form which is available online from the HSE website.

Specific Medical Conditions

Children who have asthma, diabetes, epilepsy, anaphylaxis, or any medical condition that warrants the administration of prescribed medication, please refer to the Administration of Medicines Policy and Care of Chronic Illnesses.

Reporting of Accidents to the Health and Safety Authority (HSE)

The principal has the responsibility for the reporting of specific accidents to the Health and Safety Authority. The following are the types of accidents which must be reported to the Health and Safety Authority. Where such an incident should occur then form IR1 is the only form used to report accidents to the Health and Safety Authority. Forms are available from the Workplace Contact Unit of the Authority or it can be reported directly on-line at www.hsa.ie :

- An injury sustained by a teacher in the course of their employment, which prevents them from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays, Sundays and bank holidays.
- The death or injury of a student while attending school or on a school related trip/tour that requires treatment by a registered practitioner.

The school will keep a record of all accidents which occur for a period of ten years.

Dangerous occurrences (see www.hsa.ie) must also be reported to the Health and Safety Authority as per requirements of the IR3 form. The IR3 form is available from the Health and Safety Authority at www.hsa.ie

The school also recognises the requirement to report certain accidents to the insurer.

The Board of Management has placed its confidence in the Principal (Geraldine Gowen) and the Health and Safety Representative (Jimmy Mc Donald) to conduct an investigation into all incidents and accidents. Information in relation to accidents and near-misses will be recorded on an accident report form and then filed into an accident report folder.

New teachers/substitute teachers who may be contracted in for a few days will be given information regarding safety, health and welfare procedures in the school. This includes evacuation and reporting procedures and specific matters relating to the teacher's area and place of work, e.g. risk assessments relevant to their work area/classroom.

The school will ensure that the information gleaned in the Accident Report form is reviewed and control measures put in place to ensure a similar accident is avoided in the future.

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

Ratification of Policy

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

This policy was ratified by the Board of Management in January 2020.

Appendix 1

Holy Family SNS Accident/Illness Record Form		
Pupil Name/Contact Details: Witnesses/Contact Details:	Teacher on Duty: Signed _____ Date: _____ (Teacher on Duty) Signed _____ Date: _____ (Principal)	
Pupil Class No: Class Teacher:	Date: Time:	
Incident	Description	Tick as Appropriate
	Cut	
	Bump	
	Graze	
	Bruise	
	Stomach/Headache	
	Other	
Action taken	Ice pack Medi-swab and/or wipe Informed class teacher Sent home Plaster	
Details of activity being undertaken:		
Location of the incident:		
Photographic evidence/Plans of the area:		
Medical treatment administered:		
Emergency services:		
Details of equipment and service records:		
Details of notifier of accident, time, date:		