

Mayo Abbey National School - School Accident/Injury Policy

Introduction:

This policy was drafted through a collaborative process involving staff, parents and the Board of Management.

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.

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 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 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
- 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 an SNA 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 to the 'sick bay' which is the SET room. No medicines are administered but cuts are cleaned with water 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. A record is kept in the "Yard Incident Book"

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the sick bay. 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. An incident report form (Appendix 2) is filled out. This form will be stored in the child's file.

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. An incident report form (Appendix 1) is filled out. This form will be stored in the child's file.

Record Keeping:

All accidents/injuries are recorded in the Accident Report Book which is located in the staff room. 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 and Review

This plan was formally ratified by the Board of management. The plan will be implemented by staff supported by the Board of Management and will be reviewed and updated on a regular basis.

Signed: _____
Chairperson, BoM

Signed: _____
Principal

Date: _____

**Appendix 2
Incident Report Form (Pupil)**

Name of Pupil: _____

DOB: _____

Address: _____

Class: _____ Class Teacher: _____ (Tick if substitute)

Staff Member Reporting: _____ Post Held: _____

Details of Accident

Location: _____ Date: _____ Time: _____

How did the accident occur? _____

What was the presenting complaint/injury? _____

What action was taken/treatment given and by whom? (If pupil's parents/guardians were contacted, give details) _____

Witnesses (if any): _____

Other person(s) to whom incident was reported: _____

Action taken to prevent recurrence (if applicable) _____

Signed: _____ (Person Reporting)

Date: _____

Were any after effects noticed/reported later on day of accident? Yes No (If yes, give details of same and of any further action taken): _____

Was any resulting after effect reported by parent/guardian in days immediately following the accident?

Signed: _____ Class Teacher (Tick if substitute)

Date: _____

Signed: _____ Principal

Date _____