



## **SN Tulach Uí Chadhain**

### **Accidents & Injuries Policy**

**\*This Policy should be read in conjunction with the school's Covid-19 Response Plan**

#### ***Introduction:***

This policy was drafted by the whole staff of Scoil Naomh Bríde, Tulach Uí Chadhain. This policy applies to all users of the school premises and all school related activities. A separate contract will cover 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

#### ***Aims:***

This policy aims:

- 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**

The safety of pupils and staff is a priority for the Board of Management of SN Tulach Uí Chadhain and the following measures have been put in place to ensure the protection of the school community

- The school has a child safeguarding statement which is regularly reviewed
- The school is insured under Allianz School Insurance
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard and dangerous practices are prohibited
- There is a clear set of procedures in place in the event of an accident
- There is always at least one teacher 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 staff room where another teacher will attend to them. 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 if deemed necessary. The accident is recorded in the Health & Safety Report Book.

### *More Serious Accidents/Injuries*

If considered safe to do so, the injured party is taken to the staff room. 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. The accident is recorded in the Health & Safety Report Book.

### *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, a doctor / an ambulance is called. Parents are kept informed of developing situations. In some cases, it may not be safe to move the injured party until professional help arrives. In these cases, the priority will be on making the injured party as comfortable as possible without risking causing further harm. The accident is recorded in the Health & Safety Report Book.

## Categories of Injury & Associated Procedures

### **Minor Cuts and Bruises**

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

- Clean around cuts using antiseptic wipe/cloth, cleaning from the center outwards
- Gloves are recommended at all times to reduce the spread of infection
- A check is carried out to locate small bodies which may be embedded in the wound
- The cut is covered with a plaster or bandage
- Children are advised to show/tell their parents

### **Sprains**

- The process of rest, ice, compress and elevate is implemented
- If in doubt, parents are contacted
- Teacher observation is maintained

### **Faints and Shocks**

- Lie casualty down
- Raise 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**

- Act instantly
- 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
- Keep pressure on the cut until bleeding stops
- Seek help
- Contact parents
- If very serious contact casualty immediately
- Record in accident book

### **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 the skin

### **Stings/Bites**

- Wash affected area with cool water
- Apply ointment if appropriate

### ***Resources***

There is a portable first aid box located in the staff room with further first aid supplies kept in the First Aid Press. A second portable First Aid Box is kept in the store for use on trips away from the school. All staff are aware of these locations and the contents of such boxes are replenished when deemed necessary.

### ***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. Very serious injuries may be reported to the school insurers where necessary. Relevant medical information is obtained at time of enrolment and kept in their student files. Staff will be made aware of any allergies or medical conditions as necessary.

### ***Ratification and Review***

This policy was adopted by the Board of Management on 06/05/2021 and was reviewed on the 13/2/2023. The policy has been made available to school personnel, published on the school website and provided to the Parent's Association.

**Signed**



**Date: 13/02/2023**

**Chairperson, Board of Management**

**Signed**



**Date: 13/02/2023**

**School Principal**