



Scoil San Carlo Senior School

School First Aid/Accident Policy (Revised 2022)

Introduction:

This policy was originally drafted in December 2014 as a response to newly enacted Health & Safety legislation, 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 members 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 First Aid Policy is based on collective teacher input.

The teacher on yard duty is automatically assisted by other members of staff in the case of a serious or very serious injury.

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 staffs are put at risk;

- A comprehensive School Safety Statement has been prepared whereby all hazards are identified and remedial measures are outlined. This is reviewed annually under the school Health and Safety Audit and also the Child Safe-Guarding Review.
- The school is insured under Allianz (formerly known as Church and General Insurances) and a 24 hour policy, underwritten by Brennan Insurances is in place for all children.
- BOM has facilitated staff training in First Aid and Defibrillator procedures during the last two years.
- 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 without due care, engaging in "horseplay", fighting etc. are subject to appropriate sanctions (see School Anti-Bullying and Code of Behavior)
- There are at least four adults on yard duty at any one time including at least one teacher on each yard cohort (class level) area. All SNAs are rostered for daily yard duty.
- Health and Safety procedures are reviewed and discussed regularly at ISL, BOM and whole staff meetings.
- Pupils are regularly reminded of safe play.
- Certain procedures are in place in the event of accidents/illness (see below).

Illness

- Where a child reports to his/her teacher that she/he feels ill, the teacher will assess the situation and if she/he feels it is not necessary to contact another adult, she/he will make an arrangement with the pupil to report again after a specified period.
- If the pupil continues to report that she/he is ill, the teacher may instruct the secretary to make contact with a parent.
- If a pupil reports to a teacher on playground duty that she/he is ill, the supervising teacher will contact the class teacher immediately if the situation warrants it or otherwise immediately after break. If deemed necessary, the child may be taken to the 'sick bay' area – outside the secretary's office.
- If the child's illness (or injury) from the playground persists, the class teacher may instruct the secretary to make contact with a parent.

Minor Accident/Injury

- The injured party is initially looked after by the teacher on yard duty with the assistance of the SNA, where required. First Aid boxes are kept by the door to each yard area.
- No medicines are administered, but cuts are cleaned with antiseptic wipes.
- The use of plastic gloves is advised at all times.
- An ice-pack may be applied if considered appropriate.
- Bandages/plasters may be applied if deemed appropriate, in which case a note is sent home to parents in the pupil's journal which requests them to check to satisfy themselves that any wound remains clean.
- If deemed necessary, the child may be taken to the 'sick bay' area – outside the secretary's office.
- If a child has an injury to the face or head, the class teacher will make contact with the parent/guardian and invite the parent to come to the school to assess the situation. In the case of a head injury, parents should always be vigilant for concussion.

More Serious Accidents/Injuries

- If considered safe to do so, the injured party is taken to the sick bay area.
- Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The child is kept under 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:

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

Minor Cuts and Bruises

- Clean around cuts using antiseptic wipe/cloth, cleaning from the centre outwards
- Gloves are used appropriately to reduce risk of spread of infection
- A check is carried out to locate small bodies which may be embedded in the wound
- Plaster may be placed on the wound
- Teacher observation is maintained
- Children are advised to show/tell parents. Injury slips/notes are sent home

Sprains/Bruises

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented (RICE method)
- 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 on Accident Report Form

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
- 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/Emergency Services immediately
- Record on Accident Report Form

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/Defibrillator
- Other children are kept away

Resources:

First Aid boxes are located in annually designated areas and classrooms (for use on yard), outside the secretary's office and in the First Aid cupboard in the staffroom. All staff members are aware of these locations. The contents of such boxes are replenished when deemed necessary by the designated staff member.

Record Keeping:

All serious accidents/injuries are recorded on an Accident Report Form which is located in the principal's office. 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.

The school complies with regulations set down by the Health and Safety Authority.

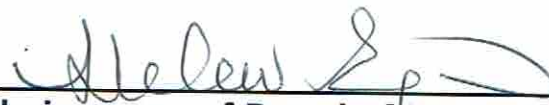
Relevant medical information on all pupils is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have.

Evaluation:

The success of this policy is measured from set criteria which include continual observation of pupil yard behaviour by all staff engaged in supervision duties and regular discussion and evaluation at staff meetings.

Ratification:

This policy was ratified by the Board of Management in December 2014, reviewed in June 2018 and now again in 2022.

Signed 
Chairperson of Board of Management

Date: 14/11/22