



# **Accident & Injury Policy**

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### School Details:

Name: Castaheany Educate Together National School  
Address: Ongar Village, Dublin, D15AE61  
Telephone: 01-6467484  
Email: office@castaheanyetns.ie  
Roll Number: 20186F  
Principal: Sheila Gaughan

### Introduction and Rationale:

This policy was drafted in December 2020 it applies to all users of the school premises and all school related activities

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 procedures are in place to deal with accidents/injuries 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

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, pupils and school community.
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner.
- To provide for staff training/development
- To comply with all legislation relating to safety and welfare at work

### 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 Aoife Mahon.

## Context of This Policy

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 staff are put at risk:

- A comprehensive School Safety Statement was prepared by the school community whereby all hazards are identified and remedial measures are outlined, if required.
- The school is insured under Allianz Insurance and all students are insured by a 24-hour policy underwritten by Allianz Insurance.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in class/yard. Children are required to be seated if the teacher is not present in the room. Teachers will inform another staff member if they must absent themselves briefly from their class. This other staff member will act in a supervisory role until the teacher's return. Clear instructions are given regarding the use of potentially hazardous equipment in Art, Science or P.E. Safety issues are addressed also through the S.P.H.E. programme. Pupils are expected to behave at all times with consideration for both their own safety and the safety of others. Failure to do so is dealt with under the school Code of Behaviour. Dangerous practices such as climbing fences, throwing stones, running fast without due care, engaging in "horseplay", fighting etc. are subject to sanctions.
- The Board of Management accepts that despite the best efforts of school staff at prevention, accidents can and will happen. *On these occasions, teachers are expected to exercise the standard of care of a reasonable and prudent parent.*

## Procedures:

- Certain procedures are in place in the event of accidents and are outlined below.
- There is at least two teachers on yard duty at any one time
- The teachers on yard duty are automatically assisted by others in the case of a serious injury.

## Minor Accident/Injury

The injured party is initially looked after by an adult on yard duty (i.e. the adult who witnessed / is closest to the accident). If this adult is an SNA, he/she ensures the teacher on yard is informed of the incident.

If deemed necessary, the child will be taken by a teacher or SNA to the First Aid station. No medicines are administered but cuts are cleaned with antiseptic wipes and bandages/plasters applied

if deemed appropriate. The use of plastic gloves is advised at all times.

In very minor cases parents are notified at home time by class teacher if deemed necessary. If the child's body is marked in any way parents are notified via the Accident Incident & Illness Report Form as a matter of protocol.

### More Serious Accidents/Injuries

The injured party is initially looked after by an adult on yard duty (i.e. the adult who witnessed / is closest to the accident). If this adult is an SNA, he/she ensures the teacher on yard is informed of the incident.

If considered safe to do so, the injured party is taken by the teacher to the First Aid Station.

Parents/guardians are immediately contacted and informed, particularly if there is a suspicion of dental injury, broken bones/head or eye injuries. If necessary, assistance is sought from trained first aider. 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

Please note that all head injuries/bumps are considered "more serious" and parents are contacted in all cases.

Adult who witnesses/is closest to accident on yard reports accident/injury on an Accident Incident & Illness Report Form and informs principal or deputy principal in their absence. Serious Accident Report Form is completed on Aladdin. If child requires further treatment (i.e. dental work, A&E Department etc), form is completed to inform insurance company

### Very Serious Injuries

The injured party is initially looked after by an adult on yard duty (i.e. the adult who witnessed / is closest to the accident). If this adult is an SNA, he/she ensures the teacher on yard is informed of the incident.

Assistance is sought from trained first aider (if available).

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 as a more prudent option particularly in the case of rapid blood loss.

Parents are kept informed of developing situations.

Adult who witnesses/is closest to accident on yard records accident on Serious Accident Form on

Aladdin. Insurance notification form is completed. Copies of same forwarded to insurance company. Principal (Deputy Principal in her absence) & Health and Safety officer notified of incident.

The Board of Management direct that a child recovering within one of the above categories and who presents at school (e.g. in plaster or on crutches) may remain under supervision outside the staff room during breaktimes, if recommended by a medical practitioner.

### 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

**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
- Class teacher informed
- Children are advised to show/tell parents, and incident recorded in Accident Incident & Illness Report Form.

#### Sprains/Bruises

**Method:**

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- Class teacher informed
- If in doubt, parent/s are contacted
- Teacher observation is maintained
- Children are advised to show/tell parents, and incident recorded in Accident Incident & Illness Report Form if necessary.

#### 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
- Contact parents
- Contact emergency services if deemed necessary
- Principal (or Deputy Principal) informed
- The event is recorded on school's Accident Incident & Illness Report Form and on Aladdin

## Severe Bleeding

### Method:

- 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 emergency services if deemed necessary
- Principal (or Deputy Principal ) informed
- The event is recorded on school's Accident Incident & Illness Report Form and on Aladdin

## Burns/Scalds

### Method:

- 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 use a special burn gauze/burneze
- Contact parents
- If very serious contact emergency services if deemed necessary
- Principal (or Deputy Principal ) informed
- The event is recorded on school's Accident Incident & Illness Report Form and on Aladdin
- Notification is sent to school's insurance company

## Unconsciousness

### Method

- 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
- Principal (or Deputy Principal ) informed
- The event is recorded on school's Accident Incident & Illness Report Form and on Aladdin
- Notification is sent to school's insurance company

## Stings/Bites

### Method:

- Vinegar is used for wasp stings
- Bread soda is used for bee stings
- If case is serious, parent/s are contacted

- The event is recorded on school's Accident Incident & Illness Report Form

## Choking

### Method:

- Ask the child - Are you choking? Can you breathe?
- If the child cannot breathe, talk or cough, stand behind him/her.
- Give up to 5 slaps to the back between the shoulder blades.
- If this does not dislodge the object, stand or kneel behind the child.
- Start the Heimlich manoeuvre by placing the flat thumb side of your fist between the child's navel and breastbone.
- Be sure to keep well off the breastbone.
- Wrap your other hand around your fist and press upwards towards their stomach.
- Keep doing this until the object pops out and the child begins to breathe again.
- Parents informed
- Principal (or Deputy Principal) informed
- The event is recorded on school's Accident Incident & Illness Report Form and on Aladdin

## Loss of Limb

### Method:

- Check the person's airway (open if necessary); check breathing and circulation. If necessary, begin rescue breathing, CPR, or bleeding control.
- Try to calm and reassure the person as much as possible. Amputation is painful and very frightening.
- Control bleeding by applying direct pressure to the wound. Raise the injured area. If bleeding continues, recheck the source of the bleeding and reapply direct pressure, with help from someone who is not tired. If the person has life-threatening bleeding, a tight bandage or tourniquet will be easier to use than direct pressure on the wound. However, using a tight bandage for a long time may do more harm than good.
- Save any severed body parts and make sure they stay with the person. Remove any dirty material that can contaminate the wound, if possible. If possible, gently rinse the body part if the cut end is dirty.
- Wrap the severed part in a clean, damp cloth, place it in a sealed plastic bag and place the bag in an ice water bath.
- Do NOT directly put the body part in water without using a plastic bag.
- Do NOT put the severed part directly on ice. Do NOT use dry ice as this will cause frostbite and injury to the part.
- If cold water is not available, keep the part away from heat as much as possible. Save it for the medical team, or take it to the hospital. Cooling the severed part will keep it safe for reattachment for about 18 hours. Without cooling, it will only remain safe for about 4 to 6 hours.
- Keep the person warm.
- Take steps to prevent shock. Lay the person flat, raise the feet about 12 inches, and cover the person with a coat or blanket. Do NOT place the person in this position if a head, neck, back, or leg injury is suspected or if it makes the victim uncomfortable.



- Once the bleeding is under control, check the person for other signs of injury that require emergency treatment. Treat fractures, additional cuts, and other injuries appropriately.
- Stay with the person until medical help arrives.
- Parents informed
- Principal (or Deputy Principal ) informed
- The event is recorded on school's Accident Incident & Illness Report Form and on Aladdin
- Notification is made to Board to Management
- Notification is sent to school's insurance company

### Loss of tooth

#### Method:

- Keep Calm! Make sure that it is an adult tooth; baby teeth should not be put back in.
- Find the tooth and pick it up by the crown (the white part). Avoid touching the root as this can damage the membrane which is essential to saving that tooth.
- If the tooth is dirty, wash it briefly (10 seconds) using milk, saline solution or cold running water.
- Replant the tooth, using the teeth at either side of the gap to guide positioning. Once repositioned, the injured person should bite on a handkerchief to hold the tooth in place until the dentist splints it.
- If the tooth cannot be replanted immediately, it can be carried: Inside the injured person's mouth, between the teeth and the inside of the cheek OR In milk or a special storage medium for knocked out teeth, if available. Avoid storage in water.
- Parents informed
- Principal (or Deputy Principal ) informed
- The event is recorded on school's Accident Incident & Illness Report Form and on Aladdin
- Notification is made to Board to Management
- Notification is sent to school's insurance company

**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:

All SNA's on yard carry a first aid bag at all times. In first aid bag are antiseptic wipes, plasters and disposable gloves

Large first aid kits are also located in the P.E. Hall, the main hallway and each staffroom. Plasters, gauze, vinegar, bread soda, bandages and all other first aid requirements are all stored in these central locations.

Ice packs are in both staffroom freezers, with instant ice packs also available. Ice packs should not be directly applied to the skin and instead covered with an ice pack cover or a paper towel.

All users may restock the First Aid box from the relevant backup store in SET Room 4 and must

inform the Health and Safety Officer of impending shortages. It is the responsibility of the Health and Safety Officer to re-order supplies and re-stock all kits as necessary.

### Record Keeping:

All accidents/injuries are recorded in the Accident Incident and Illness Report Form which each staff member will keep in their Room Wall File Holder. Each accident report has a duplicate and an identifier code.

Adult who witnesses/is closest to accident is responsible for recording accident. A duplicate report of the accident/injury is given to the class teacher for their records and to ensure class teacher reports minor injuries and/or accidents to parents.

If parents need to be contacted (i.e. accident considered serious) a duplicate note may be copied to Aladdin.

The Accident Incident and Illness Report Form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstances of the accident, procedures followed by staff etc.

Very serious accidents /injuries will also be notified to the school's insurers on the special Incident Report Form. This will be done by the Principal.

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

Take care of me Notice-board is located in both staff rooms to ensure that all staff are aware of medical conditions and allergies of pupils. Class teachers are also notified of same prior to pupil starting in their class. Class teachers can also access this information on Aladdin. All substitute teachers and SNA's will be given packs on entry to the school that will inform them of relevant children in their classes.

### Ratification, Communication and Review

This policy was ratified by the Board of Management on the 31/05/2021. It is scheduled for review in 2023.

This policy has been made available to school personnel, published on the school website and provided to the Parents Association. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.

This policy and its implementation will be reviewed by the Board of Management biannually.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Principal) (Chairperson, Board of Management)

Date: 31/05/2021

## Appendix 1: Contents of First Aid Boxes

### **Travel First Aid Kit Checklist**

<b>Materials</b>	<b>First Aid Travel Kit Contents</b>	<b>Checked</b>
Adhesive Plasters	20	
Sterile Eye Pads (No. 16) (bandage attached)	2	
Individually Wrapped Triangular Bandages	2	
Safety Pins	6	
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	1	
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	1	
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	
Individually Wrapped Disinfectant Wipes	10	
Paramedic Shears	1	
Examination Gloves Pairs	3	
Sterile water where there is no clear running water* <u>2</u>	2x20mls	
Pocket Face Mask	1	
Water Based Burns Dressing Small (10x10cm's)* <u>3</u>	1	
Water Based Burns Dressing Large*3	1	
Crepe Bandage (7cm)	1	
Surgical Tape	1	
Instant Hot/Cold Pack	1	

### In School First Aid Kit Checklist

	Staff Room 1		Staff Room 2		Downstairs		PE Hall	
Adhesive Plasters	20		20		20		20	
Sterile Eye Pads (No. 16) (bandage attached)	2		2		2		2	
Individually Wrapped Triangular Bandages	6		6		6		6	
Safety Pins	6		6		6		6	
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	2		2		2		2	
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	6		6		6		6	
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	3		3		3		3	
Individually Wrapped Disinfectant Wipes	20		20		20		20	
Paramedic Shears	1		1		1		1	
Examination Gloves Pairs	10		10		10		10	
Sterile water where there is no clear running water* <u>2</u>	2x500mls		2x500mls		2x500mls		2x500mls	
Pocket Face Mask	1		1		1		1	
Water Based Burns Dressing Small (10x10cm's)* <u>3</u>	1		1		1		1	
Water Based Burns Dressing Large*3	1		1		1		1	
Crepe Bandage (7cm )	2		2		2		2	

Date Checked: \_\_\_\_\_

Checked by (Print): \_\_\_\_\_

Signed: \_\_\_\_\_

## Appendix 2: Additional First Aid Items

- Re-usable ice packs are available from the fridges in both staff rooms.
- Single use ice packs are available in each of the backup boxes. One of these should be in travel first aid kit at all times.
- Vinegar and bread soda are also available in the staffrooms for the treatment of stings