



Powerstown Educate Together National School

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School Accident & Injury Policy (Health and Safety Part 2)

This policy has been formulated by Powerstown ETNS to ensure the school community and parents are aware of the school accident and injury policy.

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Introduction:

This policy was originally incorporated in the school's Health and Safety statement. As a response to feedback, it was redrafted as a Part 2 of the Health and Safety Statement in January 2015 by the whole staff. This revised policy applies to all users of the school premises and all school related activities.

Rationale:

The formulation of this policy enables our school to effectively;

- Provide for the immediate needs and requirements of the school community 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 and Deputy 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's Health and Safety Officer is Grainne Ryan.

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, pupils and school community.
- 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 staff are put at risk;

- The school is insured under Allianz

- Annually (from September 2015) parents are offered the option of 24 hour Pupil Personal Accident Insurance.
- 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. Dangerous practices such as climbing fences, throwing stones, running fast in the Infant areas, engaging in "rough play", 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 are at least three adults supervising each yard (Junior & Senior) at all times. Adults on supervision wear high visibility jackets and carry a first aid bag at all times.

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 teacher on yard is informed of incident.

If deemed necessary, the child will be taken to the 'sick bay' which is outside the secretary's office.

Adult who witnesses/is closest to accident on yard reports accident/injury in yard book and informs class teacher.

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 at home time by class teacher if deemed necessary and/or child's body is marked in any way.

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 teacher on yard is informed of incident.

If considered safe to do so, the injured party is taken to the sick bay.

Parents/guardians are immediately contacted by phone, 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.

Adult who witnesses/is closest to accident on yard reports accident/injury in yard book and informs principal / DP in her absence. Serious incident and accident 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 teacher on yard is informed of incident.

Assistance is sought from trained first aider

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. ****Temple Street Children's Hospital is the closest geographically.***

Parents are kept informed of developing situations.

Adult who witnesses/is closest to accident on yard records accident on Accident form on Aladdin. Accident form is completed on Aladdin. Insurance notification form is completed. Copies of same forwarded to insurance company.

Principal (DP in her absence) & 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) will remain under supervision in the First Aid Station at break times.

Categories of Injury/School Procedures

Minor Cuts and Bruises

Method:

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

- 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
- Incident recorded in yard book and class teacher informed.
- Class teacher and children are advised to show/tell parents

Sprains/Bruises

Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s are contacted
- Teacher observation is maintained
- Incident recorded in yard book and class teacher informed.
- Class teacher and children are advised to show/tell parents

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 (DP) and safety person informed
- The event is recorded on school's incident form on Aladdin

Severe Bleeding

Method:

- 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 necessary contact emergency services immediately. If there is a delay contact local GP.
- Principal (DP) and safety person informed.
- The event is recorded on school's Accident Form on Aladdin
- Notification is sent to school's insurance company

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
- If necessary contact emergency services immediately. If there is a delay contact local GP.
- Principal (DP) and safety person informed.
- The event is recorded on school's Accident Form on Aladdin
- Notification is sent to school's insurance company
- In the event of a minor burn use a special burn gauze/burneze

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 (DP) and safety person informed.
- The event is recorded on school's Accident Form on Aladdin
- Notification is made to Board to Management
- 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
- Incident recorded in yard book.

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 (DP) and safety person informed.
- The event is recorded on school's Accident Form 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.
- Parent/s are contacted
- Principal (DP) and safety person informed.
- The event is recorded on school's Accident Form 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.
- Parent/s are contacted
- Principal (DP) and safety person informed.
- Roselawn dentist is contacted and informed of situation
- Parents advised to bring child to Roselawn
- The event is recorded on school's Accident Form 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 adults on yard carry a first aid bag at all times. In first aid bag are antiseptic wipes, plasters and disposable gloves

A large first aid kit is also available in the First Aid area at the secretary's office. Gauze, vinegar, bread soda, bandages and all other first aid requirements are all stored in this central location.

Ice packs are in staffroom freezer, with ice pack covers located on top of fridge/freezer.

The contents of such boxes/bags are replenished when deemed necessary by the Health and Safety Officer or some other designated staff member.

Record Keeping:

All accidents/injuries are recorded in the Duplicate Yard Book which is located in each first aid bag. 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) Ann will copy duplicate note to Aladdin.

If a child requires first aid treatment the **"Accident form"** is completed on Aladdin. This 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 injuries will be notified to the schools insurers – Accident form and insurance notification forms are completed.

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. Take care of me Notice-board is located in staff room to ensure that 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

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



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Appendix 1: Accident Form

Child's Name:

Address:

Query	Reply
Place where accident occurred:	
Picture where accident occurred:	Attached: Yes / No
State cause of accident [if known]:	
Give detailed account of accident stating as fully as possible the nature and result:	
Did the injured person cease class/work:	
Action taken by school:	
Signature of person who observed accident:	
Signature of person in charge at time when accident occurred:	
Signature of Principal Teacher:	
Date:	