

First Aid & Accidents Policy

Introduction:

This policy has been drafted as part of the schools health and safety policy. Its aim is to ensure the safety and well being of the pupils and staff in the school.

Rationale:

The formulation of this policy enables our school to effectively :-

1. Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury
2. Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
3. Ensure lines of communication with parents/guardians are in place if required.
4. 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. On wet days children from the senior classes assist with the supervision of the children in the junior classes.

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, staff development and 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.

A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined, if required.

The school is insured under Allianz Schools Policy and each pupil is covered by a personal accident policy.

A number of the staff have completed a First Aid Training Course and envisage that staff will receive training every 2/3 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 fast in the yard, engaging in "horseplay", fighting etc. are subject to severe sanctions (see School Anti-Bullying and Discipline Policies) .

There is 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 their classroom. 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.

More Serious Accidents/Injuries If considered safe to do so, the injured party is taken to their classroom. A second trained member of staff maybe required to assist in first aid provision. Parents/guardians are immediately informed if there is a suspicion of spraining/fractures/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. From that point parents assume responsibility for obtaining medical assistance.

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. The class teacher will accompany the child to the hospital while another teacher follows in his/her car if parents are unavailable.

Categories of Injury: School Procedures

Minor Cuts and Bruises

Method: In all cases of injury it is understood that there is at least one teacher on yard duty. Clean around cuts using water only, 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. Children are advised to show/tell parents. In sports, helmets must be worn.

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

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 in the Accident Book

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 immediately · Record in accident book

Burns/Scalds · Immediately remove child from danger area · Cool burnt area with cold running water or apply 'water gel' and a burn dressing · 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 · Other children are kept away.

Resources

A First Aid Box is located in each classroom. The contents of such boxes are replenished when deemed necessary by the Special Duties Teacher or some other designated staff member. The **School's Main First Aid Box** (which contains a number of additional resources) is located in the Staff Room. First Aid kits must be carried by teacher whenever children are taken off site. The standard First Aid kit will contain the following:

Plasters	triangular bandages	sterile eye pads	sterri strips
Scissors	disposable gloves	cooling gel	wound dressings
Cotton wool	sterile water		

Record Keeping

More serious accidents / injuries are recorded in the Accident Report Book which is located in the office. One Accident Report Book covers all children in the school. The accident report form lists date and time of accident, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc. Relevant medical information on all pupils is obtained at time of enrolment on a special section of the schools enrolment form. This

section asks parents to list allergies and other medical conditions their child may have. It is the parents responsibility to notify the school of any changes in existing medical conditions.

Evaluation

The success of this policy is measured from a set criteria –

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents and children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

Ratification

This revised policy was ratified by the Board of Management on _____