

St Felim's National School

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Roll No. 18564W
Charity No: 20109967
Principal: Mrs. Eilís Keegan
Deputy Principal: Mrs. Patrice Clarke

Leiter, Bailieborough, Co. Cavan A82 CX30

February 2025

School Accident/Injury Policy

Introduction:

St Felim's N.S. Staff formulated this Accident & Injury Policy in May 2017 and revised it in February 2025. This policy informs school personnel's management of accidents and injuries during school activities, whether on-site or off-site.

Rationale:

The purpose of this document is to enable school personnel to

- Provide immediate medical needs for students who have sustained an injury, either severe or minor
- Ensure that adequate resources and arrangements are in place to deal with injuries and accidents as they arise
- Ensure open lines of communication with parents/guardians
- 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 rests with the Principal. The class teacher is responsible for classroom supervision, and teachers timetabled for yard duty are directly accountable for the care and management of pupils at break time.

The Health and Safety Officer in SFNS is the Principal. Mrs Marie Brady is our primary First Aid Officer. However, all staff members have received training in First Aid for Schools. The fire drill coordinator is the Principal.

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 school personnel can deal with injuries in a competent and safe manner
- To allocate school resources for first aid training so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work

Procedures:

The Board of Management is responsible for the safety and welfare of pupils and staff. The following measures are in place to ensure the welfare of our school community:

- St Felim's National School has a Health and Safety Statement, which we review annually. The risk assessment identifies hazards and outlines remedial actions to address health and safety issues as required. All staff are required to report identified risks to the Principal.
- St Felim's National School is insured by Allianz Insurance.
- Pupil Insurance underwritten by Allianz Insurance is offered to all pupils annually in September. While this is optional, the Board of Management strongly encourages parents/guardians to avail of the Pupil Insurance Scheme.
- The Board of Management funds first aid training. School personnel engage with 'First Aid Training for Schools' biannually. (25/26, 27/28, 29/30)
- School Staff implement our Code of Behaviour and Anti-Bullying Policies. Each classroom teacher regularly instructs their class on issues relating to safety in the class and yard.
- Staff members are aware of the procedures to be followed in the event of accidents.
- We have a Supervision Policy which is revised regularly. Our Supervision Rota is updated annually. There are at least two adults in the schoolyard at any time.
- The Board of Management accepts that despite the best efforts of school staff at prevention, accidents can and will happen. On these occasions, staff will exercise the standard of care of a reasonable and prudent parent.

Minor Accident and Injury

Teachers and S.N.A.'s rostered on yard duty must carry a First Aid Bag with them. This bag contains antiseptic wipes, plasters, gloves and eyewash. Children are required to report injuries to staff. Staff will treat the wound or injury on-site whenever possible.

School personnel will clean cuts with antiseptic wipes and apply a plaster or bandage as required. If necessary, the child will be asked to wash the area of broken skin. Minor bumps, bruises and sprains are treated with ice packs. Staff are encouraged to wear plastic gloves when treating pupils.

School staff report accidents and injuries on an Accident and Injury Form, which they can access using a QR code. This form records the child's name, the nature of the injury, the treatment given, details of how they got injured, and whether their class teacher has been informed. Personnel can access this form using their QR code. (See Appendix 1)

Parents and Guardians will be notified if school personnel are concerned about a child. Our school policy is to contact parents when children have received an injury to the head as soon as possible.

The school cannot be held responsible for any injuries/accidents which have not been reported to them by pupils.

More Serious Accidents and Injuries

The injured pupil will be brought inside if the staff consider it safe. Parents/guardians will immediately be informed, especially if there is a suspicion of broken bones or severe head or eye injuries. The child will be kept under observation until parents/ guardians arrive. Staff will endeavour to make the child as comfortable and settled as possible while we await the arrival of parents and guardians.

Staff will complete the Accident and Injury form. Staff will also record the circumstance and treatment of serious injuries in the Accident Book in the Principal's office.

Very Severe Injuries

When a pupil sustains a severe injury, we will immediately contact parents/guardians.

Staff will call an ambulance if they believe immediate professional help is required. In circumstances where the ambulance arrives and treating paramedics advise a direct transfer to the hospital as a priority, two staff

members, designated by the Principal, will travel to the hospital with the child where the parents/guardians are not present. Parents/Guardians will be notified immediately.

On rare occasions, the staff may agree that taking the child to Accident & Emergency or the G.P. surgery in a private car is a more prudent option, particularly in the case of rapid blood loss.

Parents will be kept informed of developing situations.

Accidents and Injuries at other times

The class teacher assesses injuries that occur during classroom activities. Minor injuries can be treated using First Aid supplies available to all teachers. The child will be sent to the secretary's office with an S.N.A. or another child for treatment if necessary. The class teacher should record the incident on the accident and injury form.

Serious injuries which happen during class time should be dealt with as set out in this policy. Teachers should always seek the immediate assistance of another staff member in the case of serious injury.

If a child is injured on the way to school, they should tell supervising staff or their class teacher on arrival. If a child gets hurt on the way to the bathroom or classroom, they should report the injury to their class teacher. If a staff member comes upon the child, they will take on the duty of care.

Accidents and Injuries that occur off-site

All teachers must bring their First Aid Bag on school excursions/trips. Accidents that occur off-site should be dealt with in accordance with this policy.

Categories of Injury/School Procedures

Minor Cuts and Bruises

- Clean around cuts using an antiseptic wipe/cloth, cleaning from the centre outwards
- Gloves are recommended to be used at all times to reduce the risk or spread of infection
- A check is carried out to locate foreign 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 and tell their parents. The teacher may write a note in the classroom journal if deemed appropriate

Sprains/Bruises

- In the event of a sprain/bruise, the process of RICE is implemented - rest, ice, compress and elevate
- If in doubt, parents/guardians will be contacted
- Teacher observation is maintained

Head Injuries

- All head injuries are potentially serious.
- Treat as appropriate for either bruising or bleeding
- Parents will be notified in the case of a head injury.
- Staff will observe the child carefully, looking out for signs of concussion such as double vision, blurred vision, inability to focus, dizziness, inability to respond appropriately to simple questions, nausea, pallor, clamminess
- If the injury is severe staff will call an ambulance.

Eye Injuries

- If there is a foreign body in the eye, the eye may be irrigated with water
- For bruising/ black eye, a cold compress/icepack may relieve pain and reduce swelling.
- If there is cause for concern, both eyes should be covered with a loose sterile dressing and medical help should be sought promptly.
- Parents should be contacted.

Nose Bleeds

- Do NOT tilt the head back.
- Pinch the casualty's nose just below the bridge and apply constant pressure for at least 10 minutes.
- Seek medical help and contact parents if the bleed continues for more than 30 minutes.

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

Severe Bleeding

- Act instantly – Get Immediate Help! Contact ambulance service or G.P. if necessary
- 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
- Contact parents.

Burns/Scalds

- Immediately remove the child from the 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
- In the event of a minor burn, use a special burn gauze/burneze

Unconsciousness

- Ring an ambulance for medical help
- Place the child in the recovery position if safe to do so
- Ring for parents
- Check for broken bones, neck or back injury
- If the subject is not breathing, artificial respiration is applied
- Other children are kept away

Stings/Bites

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

The First Aid Policy is based on collective staff input. Other staff members should automatically assist the teacher on yard duty in the case of a severe injury.

Resources:

All members of school personnel have a First Aid bag. The school secretary orders First Aid supplies under the direction of the Health and Safety Officer. There is a first aid box in the secretary's office. Staff are responsible for ensuring their First Aid Bag is fully stocked.

We have a Medicine Cabinet in the secretary's office. This is used to store pupil medical supplies which pupils may require in special circumstances in line with our Administration of Medicine Policy. E.G. epipen

Record Keeping:

All accidents/injuries must be recorded on the school's Accident and Injury Form. It is the teacher's responsibility to ensure they report injuries using the QR code provided to them. Severe injuries will be notified to the school's insurers.

Parents/guardians are asked to share medical information about their child on enrollment, including allergies and illnesses. This information will be recorded in your child's profile on Aladdin.

If a child develops a medical need at any time, parents/guardians should contact the school to update their child's records. The school cannot be held responsible in cases where parents/guardians failed to share pertinent information relating to the health and welfare of their child.

Policy Implementation and Review

St Felim's N.S. Staff will implement this policy as necessary following its ratification by the Board of Management. It will be reviewed in the school year 2027/2028 as part of the three-year policy review cycle, or earlier should the need arise.

Ratification and Communication

The policy was ratified by the Board of Management at its meeting on 26/2/2025. A copy of the policy will be made available to staff. This policy will be available on the school website and to parents/guardians on request.

Signed: Gerry Sheanon
Gerry Sheanon, Chairperson – Board of Management

Date: 26 / 2 / 25

Signed: Eilís Keegan
Eilís Keegan- Principal

Date: 26/2/2025

Appendix One: Accident and Injury Form

1. Question

Please input date (dd/MM/yy)

2. Name

3. Nature of Injury

- Minor cut/bruise
- Head Injury
- Sprain
- Nose bleed
- Sting/Bite
- Other

4. If you selected other please give details

5. Treatment

- Clean cut
- Plaster/Bandage applies
- Ice Pack
- Cream Applied
- Cold Compress
- Child Sent home
- Emergency Services called

6. Please give details of any other treatment administered

7. Brief description of how and where the injury was sustained

8. Has the class teacher been informed?

- Yes
- No

9. Any other relevant information