

ST. MICHAEL'S N.S. CRIMLIN (CRIMLIN N.S.) ACCIDENT POLICY

As outlined in its **Mission Statement**, St. Michael's N.S. Crimlin (Crimlin N.S.) aims to provide a safe, well-ordered, caring, happy and secure environment for its pupils.

To this end, the Board of Management, Principal and Staff of the school examined the current Accident policy with a view to updating it and identifying any areas in need of improvement.

St. Michael's N.S. Crimlin **Safety, Health and Welfare Statement** outlines how the school works to create a safe environment for its pupils, staff and visitors and includes a comprehensive risk assessment, thus reducing the likelihood of accidents as much as possible.

St. Michael's N.S. Crimlin **Physical Education Policy** outlines the importance of physical activity in promoting social, personal, motor, creative and aesthetic development, and also its importance in maintaining physical and mental health. The policy acknowledges that it is to be expected that occasional injuries will occur when taking part in physical activities, and asserts that every reasonable precaution will be taken to try to ensure that children can enjoy activities without sustaining injury.

This Accident policy aims to:

- Provide for the immediate needs of pupils who have sustained a minor or more serious injury
- Ensure that adequate arrangements and resources are in place to deal with accidents or injuries as they arise
- Outline a plan of action for all teachers to follow in the event of injury
- Ensure that parents are informed of any injury sustained by their child which may need further monitoring / treatment
- Comply with all legislation relating to safety and welfare at work
- Provide opportunities for staff to develop their knowledge and skills in First Aid.

Roles and Responsibilities

- The overall responsibility for the day to day management of school supervision and routines rests with the Principal.
- The Class Teacher / Special Education Teacher is responsible for the supervision of children while they are in class / receiving tuition.
- The Assistant Principal is responsible for creating, implementing and monitoring a rota for the supervision of children at break times. This supervision includes a brief check on all the children's toilets to ascertain the condition they are in.
- All teaching staff and the Secretary undertake supervision at break times.
- The staff member on duty at break time is responsible for the supervision of the children while they are on break, whether in the yard or indoors because of inclement weather.

Insurance

- The School holds an insurance policy with Allianz.
- The School also holds an insurance policy which covers pupils for accidents sustained during school hours only.

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Some measures to reduce the likelihood of accidents

- All pupils must remain with their class. This means that at break times, all pupils are outside in a defined play area with their supervisor. They must not leave the play area without the express permission of their supervisor.
- Play areas are segregated into Senior and Junior areas for football when necessary.
- Climbing is not allowed.
- Bats, racquets, hurleys and the like are not allowed at break time.
- Excessively rough play is stopped if it develops.
- Food and drink must be consumed while sitting down.
- Running is not allowed within the school building.
- Pupils must take the play equipment that is stored inside the back door when going out to break. They may not go to the Games Cupboard without supervision.
- Pupils are regularly reminded of the danger of a pinching injury in closing a door / in the hinge of a door.
- Pupils are instructed in the correct use of equipment and expected to follow the procedures that they have been taught when using it.
- Pupils are encouraged to be mindful of their responsibility to look after themselves, to be aware of others and to be alert to possible danger in some practices.

Immediately after an accident causing injury:

- The Supervisor (if the injury happens at break time) or the Class teacher (if the injury happens during class time / while on a field trip) implements STOP as outlined in *Appendix 1*.

After initial assessment of the injury, the supervisor arranges care for the injured child.
See *Appendix 1*

Assessing an injury

A more detailed assessment of the injury will be performed, usually at the First Aid Station, but at the site of the accident if this is deemed necessary.

See *Appendix 2* for general guidelines for teachers when assessing an injury.

Treating injuries

The child is normally treated at the First Aid Station, unless the injury is of a very serious nature and it is dangerous to move him/her from the site of the accident.

The child is seated, made comfortable and reassured.

No medicine is ever administered as part of First Aid procedures.

See *Appendix 3* for general guidelines for teaching staff regarding treatment of various types of injuries as well as when a parent should be contacted.

Reporting a serious injury

In the event of a serious injury, the injury will be reported to the Health and Safety Authority via their website, using the form at *Appendix 6* for guidance.

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Contents of First Aid Cabinet and First Aid Station See *Appendix 4*

Contacting Emergency Services See *Appendix 5*

Care after an injury has been assessed / treated

OBSERVATION The child is observed by the supervisor and later by his/her teacher for any signs of stress, or failure to recover as expected.

CONTACT Minor cuts and bruises are dealt with at the First Aid Station (*See Appendix 1*), and it is normally not necessary to contact parents.

For anything more serious, parents are normally contacted.

An injured child's parents are contacted if the teacher has any concerns around recovery from the injury. The nature of the injury and the way it happened is explained to the parent. Advice regarding the need for further treatment may be given, and the parent may be invited to come to the school and observe the child him/herself.

RECORDING The teacher will record the accident in the Incident Book stating date, place, time, who was supervising, the nature of the accident, the nature of the injury, whether parents were contacted, and whether the child was seen by the parent. Also any follow-up treatment arranged by the parent.

REPORTING: In the event of a serious accident, the accident will be reported to the Health and Safety Authority via their website.

INSURANCE If the parent incurs any medical expense as a direct result of their child's accident, s/he will be offered the option of claiming same from the School's insurance cover for accidents within school hours.

RECOVERY The parent will supervise treatment of the child's injury / illness and will send him/her back to school when s/he is fit enough. If there are lingering effects of the injury/illness, eg. in the case of concussion, the parent will inform the school what adjustments need to be made to the child's programme of activities, and for how long this arrangement needs to last. In the case of concussion, the school relies on the parent to identify the point at which the child is fully recovered.

Training in First Aid

Staff are encouraged to partake in formal First Aid training as part of their ongoing professional development, in addition to whole-staff discussions around the topic of First Aid.

Review: This policy will be reviewed in June 2021.

Signed: Chairperson B.O.M..... Date:.....

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