



# The Red Door School



## Accident and Incident Policy

**Approved by Board of Management:** 25<sup>th</sup> January 2017

**Next Review Date:** September 2018

**Signed:** \_\_\_\_\_  
**Chairperson of Board of Management)**



### **Introduction**

This policy was drafted as a response to health and safety legislation. This 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 students who have sustained a major 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 are open with parents/guardians
- activate a known plan of action with which all staff are familiar.

### **Aims and objectives**

- to ensure the physical safety and wellbeing 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 expertise so that children have access to proper interventions.
- to comply with all legislation relating to safety and welfare at work

### **Roles and responsibilities**

The overall responsibility for the management and day to day supervision of the school rests with the principal. Classroom supervision and management is the responsibility of the class teacher. Yard supervision is the responsibility of the teacher on duty and the designated SNA/tutors. All staff will receive training in basic first aid techniques.

### **Procedures**

Safety of staff and pupils is a priority for The Red Door School Board of Management and robust measures have been put in place to ensure that no staff or children are put at risk.

- The School maintains a Safety Statement policy which is reviewed periodically.
- A safety assessment will be carried out by the BOM Health and Safety Officer, the Staff Health and Safety Representative and the Principal annually. Hazards and remedial measures will be identified.
- The school is insured via Wrights Insurance Brokers, Insurance policy KY RES 5693344
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the classroom/yard



## **General procedures for accidents/injury**

**All accidents regardless of severity are recorded in the School Accident/Incident Book which is stored in the principal's office.**

### Minor accident/injury

The injured party is initially looked at by the teacher on duty. If deemed necessary, the pupil will be taken to the 'lunch room'. No medicines are to be administered but cuts are cleaned with water by one of the First Aid Officers and bandages/plasters are applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents will be informed through the home/school communication books which are sent home each afternoon.

### More serious accidents/injuries

If considered safe to do so, the pupil is brought to the lunch room and the first aid officer is called immediately. Parents/guardians are informed immediately, particularly if there is a suspicion of a broken bone, head/eye injury. The child is kept under observation until the parent/guardian arrives, with the emphasis on making the child as comfortable and as settled as possible.

### 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.

## **Categories of Injury / School Procedures**

In all cases of injury it is understood that there is at least one teacher on yard duty. All events are recorded in the Accident/Incident Book as soon as possible after the incident has taken place. In all cases of injury to a pupil's head, a call will be made to a parent immediately.

### Minor Cuts and Bruises

- 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

### Sprains/Bruises

- 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
- Teacher observation is maintained



- Contact parents

### 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/call ambulance if required

### Burns/Scalds

- Immediately remove child from danger area
- Cool burnt area with continuous 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
- If very serious contact casualty immediately/all ambulance if required

### Unconsciousness

- Ring immediately for medical help
- Place child in recovery position
- Ring for parents
- Check for broken bones, neck or back injury
- Call ambulance

### Resources

The first aid box is located in the [Staff Room](#)

The contents of this boxes are reviewed and replenished when deemed necessary by the Health and Safety Officer in collaboration with the Staff First Aid Officer.

### Recording

All accidents/incidents are recorded on incident report forms which are completed by the staff member who was present at the time of the incident and are also kept separately on individual Behaviour Support Plans if necessary.

### Evaluation

The success of this policy is measured from set criteria:

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents and children
- Monitoring and evaluation at regular intervals.