



*St Peter's College*  
*Accident/Injury Policy*

Our School; crest known as the 'Trinity Knot', replicates a simple celtic design representing for us the concept of continuity, permanence and our Gaelic heritage.

*Dóchas represents hope in the future of our school*

*Dúchas represents faithfulness to our collective heritage and culture*

*Díocas represents diligence and commitment*

*Signed:* \_\_\_\_\_

*Maeve Gallagher*

*Chairperson, BOM*

*Signed:* \_\_\_\_\_

*Maureen Murray*

*Secretary, BOM*

*Policy approved Date: 27<sup>th</sup> February 2017*

## **Introduction:**

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 run effectively:

- Provide for the immediate needs and requirements of students 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 Principal has the overall responsibility for the day to day management of school supervision /routines. The class teacher is responsible for classroom supervision. Teachers accompanying sports teams on external trips are responsible for supervision of students at all times. Teachers on supervision duty are directly responsible for the supervision of students on break/lunch times. The school has the following personnel amongst its staff: Health and Safety Officer, First Aid Co-Ordinator and Fire Drill Co-Ordinator.

## **School Ethos:**

This policy advocates providing a safe and secure learning environment for each student and ensuring a duty of care at all times when engaged in school related activities.

## **Aims/Objectives:**

- To ensure the physical safety and wellbeing of all staff and students
- 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 students have access to proper interventions
- To comply with all legislation relating to safety and welfare at work

## **Procedures:**

Safety of students and staff is a priority for the Board of Management, and robust measures have been put in place to ensure students or staff are not put at risk:

- There is a comprehensive school Health & Safety Statement
- The school is insured by the Irish Public Bodies
- The provision of specialist First Aid training for staff is a priority for the school
- First Aid training is offered on an ongoing basis to all staff in the school
- Certain procedures are in place in the event of accidents
- There is sufficient numbers of staff on supervision duty at any one time

In the event of an accident/injury, the staff member attending the scene must follow the following process:

- Assess the situation and student to determine if it is minor/serious/very serious accident/injury.
- Make the person as comfortable as possible and send for the assistance of a qualified First Aid staff member.
- Remain with the person until the qualified First Aid staff member/parent/ambulance arrives.
- The qualified First Aid staff member will decide on the appropriate course of action.

### **Minor Accident/Injury or Sickness**

- The injured/sick party is initially looked after by the teacher on supervision duty. No medicines are administered but cuts are cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times.
- If considered safe to do so, the injured/sick party is sent to the student office accompanied by another student.
- Procedure at student office: Parent is informed by office staff and if deemed necessary collects student from the school or gives permission for student to go home.
- Parents are notified as a matter of protocol and the staff member attending the injured/sick party should make contact with the parent via phone/email/note in diary the following day. The aim of this contact is to ensure that the injured/sick person has recovered fully.

**N.B. An Incident Report Form must be filled out and filed in the Student Office. Forms are available at the Student Office.**

### **More Serious Accidents/Injuries**

- If considered safe to do so, the injured party is sent to the student office.
- Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The student is kept under observation, an adult will remain the student until parents/guardians arrive, with the emphasis on making the student as comfortable and as settled as possible.
- The staff member attending the injured party should make contact with a parent via phone/email/note in diary the following day. The aim of this contact to ensure that the injured person is recovering appropriately and to communicate back any important information to other staff members.

**N.B. An Incident Report Form must be filled out and filed in the Student Office.**

## **Very Serious Accidents/Injuries**

- In the event of a very serious injury, Parents/Guardians are immediately contacted.
- If the considered opinion of the staff member is that immediate professional help is required, an ambulance is called.
- In exceptional circumstances, the teacher attending the accident may on medical advice bring the student directly to the Emergency Department. The teacher will make every effort to inform School Management when taking this action.
- Parents/Guardians are contacted and kept informed of developing situations.
- The staff member attending the injured party should make contact with the parent/guardian via phone/email/note in diary the following day. The aim of this contact is to ensure that the injured person is recovering appropriately and to communicate back any important information to other staff members.

**N.B. An Incident Report Form must be filled out and filed in the Student Office.**

### **First Aid**

The First Aid Policy is based on collective staff input. The teacher responsible is automatically assisted by others in the case of a serious injury. Teachers accompanying sports teams and external trips are responsible for ensuring that a well-stocked First Aid kit is with the group.

**List of 1<sup>st</sup> Aid qualified teachers are on display at Student Office and Staffroom**

**List of 1<sup>st</sup> Aid Kit Locations: (see appendix 2).**

**List of defibrillator Locations: (see appendix 3).**

### **Record Keeping:**

All accidents/injuries are recorded in the Accident Report Form which must be returned to the Student Office. Teachers are encouraged to keep a separate copy of accident report forms relating to injuries sustained by students in their care. The accident report form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc.

### **Evaluation:**

The success of this policy is measured from set criteria;

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

## Appendix 1

### List of 1<sup>st</sup> Aid Qualified Teachers

#### **Occupational First Aid**

- Diarmuid O'Keefe
- Nicola O'Gorman
- Sarah Griffin

#### **Basic First Aid**

- Colm Colleran
- Pat Fox
- David Kennedy
- Noel Payne
- James Forrest
- Andrew Murphy
- Fiona O'Neill
- Nichola Farrell
- Donncha McCarrick
- Anita Cody Kenny
- Rachael Biddulph
- Miriam Ui Chaomhanaigh

## **Appendix 2**

### **LIST OF 1<sup>ST</sup> AID KIT LOCATIONS**

- Room 14 – Metalwork room
- Room 15 – Woodwork room
- Room 16 – Woodwork room
- Room 35 – Metalwork room
- PE Hall Store Room
- Home Economic Rooms
- Room 4 - Science Lab
- Room 39 - Science Lab
- Room 24 - Science Lab
- Room 25 - Science Lab
- Student Office

## **Appendix 3**

### **List of Defibrillator Locations:**

- Outside Student Office
- In Community Centre lobby