

**Belgrove School
Senior Boys**

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School Accident/Injury Policy

1. Introduction

This document has been drafted as part of the school's Health & Safety Policy. Its aims are to ensure the safety and well being of the boys and staff in our school.

Rationale

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

- Provide for the immediate needs and requirements of boys who have sustained a minor or serious 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.
- 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 times.

The school's Health and Safety Officer is Mr. Noel Joy. First Aid is the responsibility of the Principal and School Secretary.

Aims

- To ensure the physical safety and well being of all the boys and staff.
- 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.

Allianz Schools' Policy

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

Minor Accident/Injury

The injured child is initially looked after by the teacher on yard duty. If deemed necessary the child will be taken to the Secretary's or the Principal's office. No medicines are administered but cuts are cleaned with water and antiseptic wipes applied if deemed appropriate.

Serious Accidents/Injuries

If considered safe to do so, the injured child is taken to the Principal's/Secretary's office. Parents/Guardians are immediately informed particularly if there is a suspicion of broken bones, 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. In the event of very serious injuries, when immediate professional help is required, an ambulance is called.

Record Keeping

All accidents/injuries are recorded in the Accident Report Book which is located in the staffroom. The accident report lists, date and approximate time of accident, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc.

More serious injuries will be notified to the school's insurers on a special Incident Report Form.

Basic First Aid

Basic first aid is administered by the school secretary or Principal. The First Aid Kit is kept in the Secretary's office. The contents include antiseptic wipes, Savlon, plasters, Waspeze, ice-packs and surgical gloves. The upkeep of the First Aid Kit is the responsibility of the School Secretary.

Administration of Medication

No teacher can be required to administer medicine or drugs to a pupil.

Any teacher who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe.

It is wise to limit this willingness to emergency situations only. A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care.

Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed. The INTO/CPSMA advise that:

- a. The parent(s)/guardian(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer the medication.
- b. The request should also contain written instructions of the procedure to be followed in administering the medication.
- c. The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher agrees to administer the medication, he/she should be properly instructed by the Board of Management.
- d. A teacher should not administer medication without specific authorisation of the Board.
- e. In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
- f. The Board of Management should inform the school's insurers accordingly.
- g. The Board of Management should seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.

Arrangements should be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's absence. It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.

In emergencies teacher should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical attention should be secured in emergencies at the earliest opportunity.

Where possible schools should request that medical practitioners would arrange times for medication so that they don't coincide with school times.

It is important that the Boards of Management request parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class. Children who are asthmatics, epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary.