

ST. MOCHULLA'S NS



HEALTH & SAFETY POLICY

INTRODUCTION

This policy was originally drafted in January 2024 as a response to Health & Safety legislation and as part of our review of our Safety Statement by the whole school staff and 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 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 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 time. The school's Health and Safety Officer is Joan Kennedy. All teachers and SNAs have been trained in First Aid in September 2023.

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 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 children have access to proper interventions.
- To comply with all legislation relating to safety and welfare at work.

- To link this policy with the school’s Supervision Policy.

PROCEDURES

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff are put at risk;

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined.
- The school is insured under Allianz and a 24-hour policy, underwritten by Allianz Insurances is in place for all children.
- The provision of specialist first aid training every 2 years for all teachers and SNAs staff has been identified as a priority by the Board of Management.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices and “unsafe” playing are subject to sanctions (**see Safety Statement, School Anti-Bullying and Code of Behaviour Policies and Supervision Policy**).
- Certain procedures are in place for serious events (**see Critical Incident Policy**)
- There is at least one teacher and one SNA on yard duty at any one time on each yard.
- The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a significant injury. All incidences are recorded by the teacher on yard into the Yard Book.

TYPES OF INJURIES ON YARD

CATEGORY	MINOR/ INSIGNIFICANT INJURIES	MORE SIGNIFICANT INJURIES	MOST SIGNIFICANT INJURIES
Presentation Examples	Minor Cuts and Bruises treatable with plasters and icepacks Low impact injuries	Significant cuts, bleeds, significant sprains, bangs especially significant head bangs leaving marks, significant bruising, weakness, stings	Breaks, faints, collapse, loss of consciousness, severe bleeding,
Where treated	Outdoor benches	If safe to do so child escorted indoors and parent’s notified	Depending on how the child presents, emergency services and parents are called.

1. MINOR/ INSIGNIFICANT INJURY

- The injured party is initially looked after by the nearest adult on yard duty.
- Each adult (teacher and SNA) on duty have a first aid bag where they can administer First Aid for minor cuts and bruises in line with the basic principles of First Aid. **(See Appendix A)**
- The use of plastic gloves is advised at all times.
- No medicines are administered but cuts are cleaned with water wipes and bandages/plasters applied if deemed appropriate.
- Children are then sent to a chair/bench located in view of the teacher on yard while the child recovers.
- Parents are notified as a matter of protocol (if deemed necessary) through their homework journal or homework sheet.
- The Supervising Teacher on yard informs the class teacher when the class is collected at the end of break.

2. MORE SIGNIFICANT ACCIDENTS/INJURIES

- Supervising staff should ensure that once a significant accident/injury has occurred that the child is made safe and the area is safe. All children need to move back out of the accident area.
- If deemed appropriate and if considered safe to do so, the supervising teacher will instruct that the injured party is taken inside to the secretary's office by the SNA.
- If an underlying condition/diagnosis has resulted in the child's significant injury, care will be provided in accordance with the child's care plan.
- 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.
- An **Incident Report Form** must be filled in by the teacher on yard duty in the event of a more serious accident/injury, which can be found in the Principal's/Secretary's office.
- This form must be given to the principal.
- Class teacher must also be informed by the supervising teacher.

3. VERY SIGNIFICANT INJURIES

- Supervising staff should ensure that once a significant accident/injury has occurred that the child is made safe and the area is safe. All children need to move back out of the accident area.
- If deemed appropriate and if considered safe to do so, the supervising teacher will instruct that the injured party is taken inside to the secretary's office by the SNA.
- If an underlying condition has led to the child's significant injury, care will be provided in accordance with the child's care plan.
- Parents/guardians are immediately contacted.
- If the considered opinion of the staff is that immediate professional help is required, an ambulance is called.
- In very limited and rare circumstances and only with parental permission, the school may elect to bring a child to A&E if it is in the child's best interest.
- An **Incident Report Form** must be filled in by the teacher on yard duty in the event of a more serious accident/injury, which can be found in the Principal's/Secretary's office.
- This form must be given to the principal.
- Class teacher must also be informed by the supervising teacher.
- **In the event of a very serious incident, the school's insurers need to be informed also.**

RESOURCES

A First Aid Box is located in the secretary's office. Teachers and SNAs on yard have a First Aid bag. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Secretary (as informed by the teachers on Yard Duty). The defibrillator is located inside the Front Door.

RECORD KEEPING

- Serious accidents/injuries are recorded in the Incident Book, located in the Office.
- Additionally, for more serious injuries or injuries which require a child being sent to the office must be recorded in an **Incident Report Form**.
- Teachers should keep a separate copy of accident report forms relating to injuries sustained by children in their class.

- The Incident 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... which is sent to the Principal.
- Very significant injuries will be notified to the school's insurers - **Special Incident Report Form**.
- Relevant medical information on all pupils is obtained at time of enrolment and annually. Parents are encouraged to notify the school if their child develops a chronic condition. Healthcare Plans on chronic illnesses such as asthma, nut allergies, diabetes etc. are filled in by the parents annually and are kept on file and on Aladdin.

EVALUATION

The success of this policy is measured from set criteria;

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

RATIFICATION

This revised policy was ratified by the Board of Management on _____

Signed: _____ (Chairperson, BOM)

APPENDIX A

FIRST AID GUIDELINES FOR DEALING WITH SOME COMMON INJURIES AT SCHOOL

MINOR CUTS AND BRUISES

- Clean around cuts using antiseptic wipe/cloth, 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
- Child is then sent to a chair/bench to recover.
- Teacher observation is maintained.
- Children are advised to show/tell parents.
- In sports, helmets must be worn.
- At the end of break the teacher on yard will inform the class teacher so that parents can be informed via message/note in journal (if deemed necessary).

SPRAINS/BRUISES

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented. The ice packs are kept in the secretary's office. The SNA will go to the office to collect the ice pack if needed.
- If in doubt, the child is sent to the secretary's office and parent/s are contacted.
- Teacher observation is maintained.

BURNS/SCALDS

- Immediately remove child from danger area.
- Cool burnt area with 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.

STINGS/BITES

- If case is serious, parent/s are contacted.

FAINTS AND SHOCKS

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is adequate access to fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents

SEVERE BLEEDING

- Act instantly – Go, Go, Go!
- Sit or lie the injured party down
- Put on gloves and press firmly down on wound
- 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 emergency services immediately

UNCONSCIOUSNESS

- Call for help
- Contact emergency services for medical advice.
- Ensure area is safe and begin emergency first aid approach and assessment
- Commence emergency first aid measures, as appropriate, following assessment of airway, breathing and circulation. The school AED is located inside the Front Door.
- Place casualty in the recovery position if breathing normally and pulse is appropriate.
- Ring for parents.
- Determine if casualty has specific medical needs.
- Check for broken bones, neck or back injury.
- Other children are kept away.