



## Accident / Injury / Sports Injury Policy

### 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 too 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.

### 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, 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

## Procedures

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to minimize risk to all.

- A comprehensive Safety Statement is in place and revised regularly
- Hazards are identified and remedial measures implemented when required
- Adequate insurances are in place
- Practical classes/technical rooms pay particular attention to safety issues and all such classrooms have a medical kit in situ.
- Safety issues are discussed in classes where relevant
- Best practice procedures are in place in the event of incidents occurring
- Adequate supervision occurs throughout the school
- Where appropriate CCTV is in operation to monitor the campus and record incidents when necessary
- Accidents /Incidents are recorded in an Incident book held in the staff room

### Minor Accident/Injury

The injured party is brought to the office where he will be attended to by a member of staff. No medicines are administered. Wounds are attended to and plasters applied where necessary. If deemed necessary the students parents are informed. The use of plastic gloves is advised and they are contained in medical kits at various locations throughout the school. Any student who receives a head injury is put under observation and particular attention is paid to presence of concussion.

More serious accidents / injuries Parents immediately informed. Injured party is kept under observation. Relevant assistance is given and Doctor's surgery is rang to make an appointment for parent to take child to visit a Doctor. Injured student is kept reassured and comfortable until arrival of parent.

### More Serious Accidents/Injuries

Parents immediately informed. Injured party is kept under observation. Relevant assistance is given and contact is made with the local doctor's surgery. If the parent is unavailable to attend an appointment he/she may be requested to allow a staff member to accompany the student to the appointment. The injured student is kept reassured and comfortable until arrival of parent.

## 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. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option. Parents/guardians are kept informed of developing situations.

## Sports Injuries

Students are actively encouraged to engage in sports activities during their time in the Patrician High School. Team and individual sports are promoted to the pupils. They are advised of the benefits of a healthy lifestyle through the school curriculum and are encouraged to engage in sports activities outside of school in a private capacity.

Sports injuries occur as a consequence of involvement in sport. All efforts are made to avoid and prevent injury. This includes adequate preparation for matches including training and sufficient knowledge of the skills involved. Awareness of warming up and stretching are incorporated into game and match preparation.

Inevitably injuries may occur.

During any such incident the welfare of the injured party is of paramount importance.

Assistance is provided and medical help sought.

Contact is made with relevant parties depending on the circumstances involved - Ambulance, Hospital and medical personnel.

Parents of injured party are kept informed of all arrangements made and are invited to attend to their child also.

All injuries are treated appropriately and players withdrawn from the game where necessary. Protocols concerning certain injuries e.g. concussion would be adhered to.

All players representing the school are instructed to inform team management of existing injuries or previous injuries which would have a bearing on selection for a team or travelling party.

## Categories of Injury / School Procedures

### 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 is placed on the wound
- Teacher observation is maintained
- Students are advised to show/tell parents

### Sprains/Bruises

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s/guardian/s are contacted
- 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
- Contact parents/guardians
- The event is subsequently recorded in the incident book.

### 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
- Contact parents/guardians
- If very serious contact doctors surgery immediately.
- Remove student to doctor's surgery.

- Parents will be contacted if stitches or tetanus injection is required.
- Record in the incident book.

### **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

### **Unconsciousness**

- Ring for medical help
- Place child in recovery position
- Ring for parents/guardians
- If subject is not breathing, artificial respiration is applied
- Other children are kept away

The First Aid Policy is based on collective teacher input.

### **Resources**

First Aid Boxes are located in strategic areas of the school. All staff members are aware of these locations.

## Record Keeping

An Incident book is kept in the school to record any injuries that occur to students involved in school activities. All staff members are informed of this book which is kept in the staffroom. They are encouraged to use this log for documentation of injuries which occur in the High School. This book would contain a report of the incident detailing date and time of incident, nature of injuries a description of the circumstances of the incident and procedure followed.

Record keeping in the school would also require parents and guardians to disclose relevant medical information on enrolment. Any subsequent information would be expected to be forwarded to the school e.g. allergies etc to ensure the authorities are fully informed should an intervention be required.

The Health and Safety of all members of the school community who attend the school on a daily basis is of paramount importance to the Board of Management of the Patrician High School and all efforts are made by the school authorities to ensure the welfare of all is maintained to a high standard.

Signed

Principal

Chairperson

---

Date reviewed

---