

ACCIDENT POLICY

AIM:

To clarify for Teachers, Students and Parents, the procedures to be adapted in the incidence of an accident occurring during school.

RATIONALE:

This policy was reviewed following a School Development Planning In-Service Day and need to revise existing policy. Reviewed in May 2011. Further reviewed September 2012, April 2014, November 2018, March 2020 and October 2022. Current review: June 2025.

PROCEDURES:

1 Teacher in Charge to be informed about any accident which occurs.

2 Teacher in Charge will assess the severity of the accident, to the best of his/her ability.

3 IN THE CASE OF MINOR ACCIDENTS:

- Where deemed appropriate First Aid may be administered (as decided by staff, and as determined by contents of First Aid kit). When administering First Aid, extra care will be taken to avoid possible transmission of the Covid-19 virus. Person treating child will sanitise hands before and after treatment, wear a mask and limit physical contact as much as possible
- Teacher on yard duty will record Accident and procedures followed in Yard Incident Book.

4 IN THE CASE OF MORE SERIOUS ACCIDENTS:

e.g.

- Broken bones/fractures/broken teeth
- Bang to head
- Deep lacerations
- Bleeding
- Eye injuries etc.

The procedures to be followed (not necessarily in the following order)

- Teacher on yard duty will send another student for another member of staff
- Teacher will assess the severity of accident to best of his/her ability
- Where appropriate First Aid may be administered as decided by staff and determined by content of First Aid Kit
- Parent or other named person will be contacted.

- Nearest Doctor **may** be contacted.
- Student **may** be sent to Accident and Emergency.
- Accident-Form will be completed. Fill out a “Report of Accidents/Injuries Form” (and staple it into Accident/Injuries copy in First Aid box. Ring the insurance company and inform them. The insurance company will send on a form for the school to fill out. This will be returned to insurance company. One copy will be kept in the child’s file; another in the Accident/Injuries copy in the First Aid box.
- B.O.M. will be informed.

Every effort will be made by us to make contact first with the parent/guardian but this may be impossible when an accident occurs. Therefore all parents/guardians are asked to sign a letter of permission allowing a member of staff to contact a hospital/ambulance or doctor, at our discretion. If parents/ guardians wish to name their own doctor we may try him/her first but if we fail to make contact we may send pupil to the first available doctor.

Our school enrolment form requests parents to inform us if their child/children has any allergies. A record of these will be kept on file. For those children with specific medical needs, an outline of procedures to follow is posted in the staff room.

Review Date: Reviewed as necessary but at very latest June 2028.

RATIFICATION

This policy was ratified on _____

Signed: _____

Mrs Mary Duignan, Chairperson, Board of Management, Scoil Mhuire, Clondra.

ACCIDENTS TO SCHOOL STAFF

NOTIFICATION OF ACCIDENTS AT WORK

The Notification of Accidents at Works Regulations (1993) which supplement the Safety, Health and Welfare at Work Act 1989 require that all accidents at work must be notified to the Health and Safety Authority (HSA) on the approved form. This form is enclosed and should be photocopied and used when appropriate. The details must include what occurred, how it occurred and the type of injury caused.

The Authority must be notified about:

- A work accident causing the death of any employed person.
- A work accident that prevents any employed person from working more than 3 days.
- An accident caused by work activity which causes the death of or requires medical treatment (from a registered medical practitioner or treatment in a hospital as an in-patient or an out-patient), a person not at work – e.g. a passer-by or a pupil.

A fine can be imposed for non-reporting of an accident at work.

Any information sent to HSA regarding details of an accident at work will be confidential to the HSA.

Please note carefully that the report of an accident at work to be sent to the HSA is **in addition** to the report which should be sent to the Insurance Company.

Review of Safety Statement

The safety statement will be reviewed by the Board of Management. annually.

Responsibility for Ensuring Safety

The ultimate responsibility for safety rests with the Board of Management. The staff will keep the Board of Management. informed of any defects or faults that might endanger the health and safety of any person using the school premises.

RATIFICATION

This policy was ratified on _____

Signed: _____

Mrs Mary Duignan, Chairperson, Board of Management, Scoil Mhuire, Clondra.

REPORT OF ACCIDENTS/INJURIES

Pupil's Name _____

Pupil's Address _____

Nature of injuries _____

Date of accident: _____

Time of accident: _____

Location of accident: _____

Attention received: _____

Full description of accident: _____

Names of teachers/members of staff on yard duty: _____

Names of witnesses to accident _____

Signed: _____

Date: _____