

Approved Date:	27/04/2023
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School Accident Policy

Introduction

Safety of pupils and staff is of the highest 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 identifies hazards with remedial measures outlined and reviewed regularly.

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

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

Procedures

The overall responsibility for the day to day management of school supervision and 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.

- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard e.g. care on the steps, running and 'rough' play.
- The First Aid Policy is based on collective teacher input. The teachers on yard duty are automatically assisted by others in the case of a significant injury. The designated 'First Aiders' are called on for advice in these cases. Temporary/substitute teachers are informed of these procedures by the permanent staff as required (see "A Guide for Visiting & Temporary Teachers).

Resources

A First Aid Box is located in the staff room. The contents of such boxes are replenished when deemed necessary.

Record Keeping

All accidents/injuries are reported to the class teacher/SNA.

Parents will be informed of accidents via a Class Dojo message. In the cases of head injuries, parents will be notified via phone.

Very serious injuries will be notified to the schools insurers - Special Incident Report Form. Relevant medical information on all pupils is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have.