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Scoil Mhuire Allenwood

School Accident / Illness Policy

Introduction
This policy has been drafted as part of the schools health and safety policy. Its aim is to ensure the safety and wellbeing of the pupils and staff in the school. It was discussed and ratified by the Board of Management of Scoil Mhuire Allenwood on 3rd October 2017.

Version Control

Version	Date Approved	Approved By	Next Review Date
2.0		Board of Management	2030

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 schools Health and Safety Officers are Alison Bell, Catriona Tyrrell, Mary O'Meara & Karen Brennan. The First Aid Officers are Barry Higgins and Mary Kelly

Aims/Objectives

- To ensure the physical safety and wellbeing 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 ensure no children or staff are put at risk

- The school is insured under **Allianz Schools Policy** and each pupil is covered by a personal accident policy.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing trees, climbing goalposts, throwing stones, running fast in the yard, engaging in "horseplay", fighting etc. are subject to severe sanctions (see School Anti-Bullying and Discipline Policies)
- There is at least four teachers and five SNAs on yard duty at any one time
- Staff members are prohibited from transporting sick or injured pupils in personal vehicles (mandating ambulance transport or parental pickup)

Illness
If a child becomes ill at school, parents/guardians will be informed by phone.
A sick child must be collected at the school by parents/guardians or a nominated adult.

Minor Accident/Injury
The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be taken to the 'sick bay' which is the resource room next to the staffroom. No medicines are administered but cuts are cleaned with water, antiseptic wipes and bandages/plasters applied if deemed appropriate and provided the injured child is not allergic to plasters. The use of latex gloves is advised at all times.

More Serious Accidents/Injuries
If considered safe to do so, the injured party is taken to the sick bay. 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.

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.

Categories of Injury / School Procedures
Minor Cuts and Bruises
Method:
In all cases of injury it is understood that there is at least one teacher on yard duty.

- Clean around cuts using water only, cleaning from the center 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
- Teacher observation is maintained
- Children are advised to show/tell parents
- In sports, helmets must be worn

Sprains/Bruises
Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s are contacted

- Teacher 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
- The event is subsequently recorded in the Accident 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
- **GET HELP!**
- Contact parents
- If very serious contact casualty immediately
- Record in accident 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
- In the event of a minor burn use a special burn gauze/burn ease

Unconsciousness
- Ring for medical help

Critical Emergency Protocols & Safeguarding Enhancements

- **Dedicated Head Injury & Concussion Protocol:**
    - Immediate phone contact with parents for any head bump, regardless of perceived severity.
    - Place child in recovery position
    - Check for broken bones, neck or back injury
    - If subject is not breathing, artificial respiration is applied
    - Other children are kept away
    - Parents provided with clear guidance on observing for concussion red flags (dizziness, nausea, pupil inequality, lethargy, confusion) and seeking immediate emergency medical care.

Sick Bay Supervision & Child Protection: Resting pupils must remain under appropriate adult line-of-sight supervision (e.g., door open, staff presence nearby) to satisfy both child welfare and adult safeguarding requirements.

AED / Defibrillator Protocol: The school's Automated External Defibrillator (AED) is located inside the back door of the front building. It is routinely inspected.

Statutory HSA Accident Reporting: Statutory requirements for reporting serious accidents to the Health and Safety Authority (HSA) using the IR1 form, specifically when an incident results in a staff member or pupil being absent for more than 3

Policy Cross-Referencing & Governance

- *Allergy Safety & Management Policy (2026)* for anaphylaxis protocols and adrenaline autoinjector (AAI) emergency administration.
- *Administration of Medication Policy (2023)* for long-term health plans and indemnity requirements.
- *First Aid Policy (2024)* for daily minor care protocols.
- *Critical Incident Policy (2025)* for severe or life-threatening events.
- *Intimate Care Policy (2025)* for toileting or hygiene assistance following illness/injury.

GDPR & Record Keeping:
Accident logs and illness records in the Accident Report Book or school software (Aladdin) are stored securely in compliance with GDPR and retained in line with national school record retention schedules.

Resources
The First Aid boxes are kept in the office in the back building and the staff room in the front building. The contents of such boxes are replenished when deemed necessary by the school secretaries and ISM team.

Review and ratification
This policy was ratified by the Board of Management at their meeting on 3rd October 2017 and reviewed again in 2026

Signed on behalf of the Board of Management:

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Chairperson Principal

Date: _____