



Health and Safety Policy

**FIRST AID
ACCIDENT/INJURY POLICY
ACUTE MEDICAL CONDITIONS**

**OUR LADY OF GOOD COUNSEL
GIRLS' SCHOOL**

JOHNSTOWN

DUN LAOGHAIRE.

Current draft September 2015

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Introduction

This revised policy was first drafted in June 2008 and is in line with Health & Safety legislation. It followed discussion with the school staff and pupils. It has been presented to a representative group of parents and the Board of Management for ratification. It applies to all users of the school premises and all school related activities. A separate policy exists to cover external agencies using the school premises outside of school hours.

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. Ms. Eileen Mc Keever, Deputy Principal sets out supervision rotas for yard duty on a daily basis. 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 ensure that no children or staff are put at risk.

- A comprehensive school Safety Statement was prepared by the school community whereby all hazards were identified and remedial measures were outlined, if

- required. A review audit is conducted annually.
- The school is insured by Allianz and a Pupils Personal Accident Insurance Policy (a 24 hour policy), is in place for all children.
- The provision of specialist First Aid Training for staff has been identified as a priority by Board of Management. Six members of staff trained some years ago and received their certificates from the Red Cross on completion of the course. Four members of staff have trained on the use of a defibrillator. All staff have had general training on the use of the defibrillator and two members of staff have been nominated to complete First Aid training this year paid for by the Board of Management. All staff have had basic first aid training
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as, running fast in the Infant areas, engaging in “horseplay”, fighting etc. are subject to severe sanctions. (see School Anti-Bullying Policy /Code of Behaviour).The Principal gives regular reminders at tionól. (assembly)
- Certain procedures are in place in the event of accidents. (See School Procedures)
- There are at least two teachers and eight S.N.A.s on yard duty at any one time. (Sixth class pupils also assist with younger classes)

General Procedures for Accident/Injury

Minor Accident/Injury

The injured party is initially looked after by the teacher on yard duty and the Class teacher. Cuts are cleaned with water and cotton pads and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified as a matter of protocol either at the time of the accident **if deemed necessary** by the school secretary or another member of staff, or by meeting parent or a note is written in the Dialann Scoile when going home that evening. **PARENTS ARE REQUESTED TO KEEP A CLOSE EYE ON THE DIALANN SCOILE AS A LINK BETWEEN HOME AND SCHOOL.**

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the First Aid Station. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head, neck or eye injuries. The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible. Parents are kept informed of a developing situation. **PLEASE BE REMINDED THAT AN UPDATED PUPIL INFORMATION FORM MUST BE COMPLETED ON AN ANNUAL BASIS** in order to be clear about the current preferred mobile number in times of emergency.

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. Parents are kept informed of developing situations.

NOTE: It is strongly recommended by the Board of Management that a child recovering within one of the above categories and who presents at school (e.g. in plaster or on crutches) can no longer remain under supervision in a First Aid Station. Parents of any child who returns to school following a surgical procedure or any hospital stay

MUST provide the Board of Management with a written confirmation of fitness for attendance at school.

Categories of Injury / School Procedures

Minor Cuts and Bruises

Method:

In all cases of injury it is understood that there are two teachers on yard duty and eight S.N.A.s. If the teacher on Yard Duty deems it necessary, the injured pupil is taken to the First Aid Station

- Clean around cuts, 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, if necessary.
- S.N.A. observation is maintained followed by teacher observation in classroom. A record is to be entered into the Yard Book.
- Children are advised to show/tell parents.
- In sports, appropriate footwear and clothing must be worn.

Sprains/Bruises

Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented **(RICE)**.
- If in doubt, parent/s is contacted.
- Teacher observation is maintained. A record is made in the Yard Book and an accident report form is completed by the teacher on yard duty and delivered promptly to the office. The Deputy Principal is then informed.

Faints and Shocks

Method:

- 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 if deemed necessary
- The event is subsequently recorded in the Yard Book and an Accident/Injury form is Completed and delivered to the office. The Deputy Principal is then informed.

Severe Bleeding

Method:

- GET HELP! Act instantly – Go, Go, Go! (Use the First Aid card/red card to seek help)
- 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.
- If very serious contact emergency services immediately.
- Record in yard book and complete an accident/injury form and deliver to the office. The Deputy Principal is then informed.

Burns/Scalds

Method:

- 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. Record and complete Accident and injury form and deliver to office. The Deputy Principal will then be informed.

Unconsciousness

Method:

- Ring for medical help.
- Place child in recovery position.
- Ring for parents.
- If subject is not breathing, artificial respiration is applied.
- Other children are kept away. A record is made after dealing with the child on an Accident/injury report form.

Stings/Bites

Method:

- Waspeze is used for stings.
- If case is serious/ parent/s are contacted. A record is made in the Yard Book/Accident/Injury form.

The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of any injury.

Resources

Two First Aid Boxes are located in strategic areas of the school i.e. **Rm. 12/Outside Office/In Staff Room**, and small First Aid Boxes are in **every** classroom. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by a designated staff member. Each class has two red-cross cards and one red card In case of emergency a child takes one to the nearest adult to summon immediate assistance.

Record Keeping

All accidents / injuries are recorded on the **Accident/Injury Report Form**, copies of which are in the school policy in the Plean Scoile folder and spare copies are distributed to each teacher by the Deputy Principal. There are also copies in the Staff room. The accident 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. (See Appendix 1). Very serious injuries will be notified to the Schools Insurers on the special Incident Report Form. Relevant medical information on all pupils is obtained at time of enrolment on the school's enrolment form. If necessary an Acute Medical Form is also completed. This requests parents to list more detail of the child's medical condition e.g. allergies necessitating the use of the Epipen. All pupils with Acute Medical conditions have a Personal Care Plan file, one copy in the classroom, and another copy in the office.

Evaluation

The success of this policy is measured from a 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 at a meeting on September 16th, 2013 and is reviewed on an annual basis. Some adjustments will be made if necessary. Following consultation with a small number of parents it is available to the general parent body on the school website.



ADMINISTRATION OF MEDICINE

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation. This review was ratified by the Board of Management in September 2015 and is reviewed annually.

Introduction

The Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities.

The Board of Management requests parents to ensure that the school is made aware in writing of any acute medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date, and should also be included in the **Annual Pupil Confidential Form/Acute Medical Forms**.

Medication in this policy refers to medicines, tablets, adrenaline, inhalers and sprays administered by mouth or by injection.

Policy Content

The procedure to be followed by parents who require the administration of medication for their children is as follows: -

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member/s to administer the medication or to monitor self-administration of the medication. The appropriate school forms are available from the school office.
- Parents are required to provide written instructions of the procedure/s to be followed in the administration and storage of the medication. (*See Appendix 2*).
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available. It is also the responsibility of the parent to ensure the medication is renewed prior to expiry date.
- The medicines should not be kept by the pupil but in a secure location out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, and children with anaphylaxis must be readily accessible at all times of the school day, both on and off site. The medicine should be either self-administered if possible, under the supervision of an authorised adult, or administered by a BOM authorized adult.
- Medication will be kept where it is readily available. In some cases it will be stored safely in the classroom, clearly labelled, easily seen, away from radiators and direct sunlight, but easily accessible to a responsible adult (e.g. Teacher/SNA). In other cases it may need to be stored in a school fridge.

- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly. (*See Appendix 3*).
- Changes in prescribed medication (or dosage) should be **notified immediately** to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Requests for administration of medication should be renewed at the beginning of each school year.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, **what should and what should not be done** in a particular emergency situation, with particular reference to what may be a risk to the child. All parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- It is the school's responsibility to check each morning whether or not the authorised teacher/SNA is in school.
- All of the above details will be outlined in a Personal Pupil Care Plan, a copy of which is kept in the classroom and another in the office.

Procedures to be followed by the Board of Management

- The Board, having considered the matter, will authorise a staff member/s to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Responsibilities of Staff Members

- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions/and or training on the administration of the medication must be provided.

- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
(See Appendix 4).
- In emergency situations, staff should do no more that is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.
- Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- The Principal will appraise all staff/substitute staff of any child with acute medical conditions requiring medication.
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- Going off-site (e.g. tours, walks, park, sports etc.) medication must be brought on all off-site trips and replaced in correct storage on return at earliest possible opportunity.
- Parents should be contacted should any questions or emergencies arise.



Accident Report Form

Date: _____ **Time:** _____

Child's Name: _____

Nature of Injuries: _____

Circumstances: _____

Witnesses: _____

Procedures followed: _____

Please tick relevant procedures followed

- Record made in Yard Book _____
- Class Teacher informed _____
- Accident/Injury Form completed _____
- Form delivered to office promptly _____
- Follow up done with Class Teacher _____
- Parents informed (if necessary) _____

Follow Up: Please detail follow up procedures including times.

Signature of Teacher on Duty: _____

Date: _____

Please indicate the location of accident/injury and location of adults present

School Procedures

1. Copy of revised policies entered into Plean Scoile Class folders
2. Reminder of all procedures annually at Staff Training Day at the beginning of the year by the Principal/Deputy Principal.
3. Spare copies of form distributed to all Class Teachers and kept in front of rolla.
4. Spare set of forms also available in Staff Room under Yard Rotas on noticeboard.
5. All sections of form to be clearly completed in detail by the teacher/s on duty.
6. All staff to sign a confirmation that they have read and understood this policy and its contents.



Parental Form/Storage and Administration of Medicine

The following are the procedures to be followed in storing/administration of my child's medicine.

The medicine is _____

It must be kept at all times _____ (accessible to class teacher, SNA, with child).

The correct dosage is _____

The following are the times this medicine should be administered _____

Please outline clearly when/how this medicine should be administered _____

I understand that I will be responsible for ensuring that an adequate supply of medication is always up to date and available to the authorized staff.

I have written to the Board of Management requesting it to authorise a staff member or members to administer this medicine in line with the above instructions

I have signed the indemnification form and attached it to this form.

My telephone contacts are _____ home _____ mobile
_____ work _____ other

Signed: _____ Parent/Guardian

Date: _____



Administration of Medicines in Schools Indemnity

THIS INDEMNITY made the day of _____ 20 _____ **BETWEEN** lawful father / mother/Guardian of Name: _____ (hereinafter called 'the parents') of the One Part **AND** for and on behalf of the Board of Management of School situated at in the County of (hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother/Guardians of a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as _____.
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication.
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother /Guardians respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein **WRITTEN**.

SIGNED AND SEALED _____
(By the parents in the presence of).

SIGNED AND SEALED _____
(By the said in the presence of).



Record of Date and Time and Dosage of Medication

DATE _____ TIME _____

BY WHOM _____

DOSAGE/DETAILS _____

Signed: _____ (Parent/s)

Signed: _____ (Principal)

Signed: _____ (Chairperson, BOM)

Date: _____

ALCOHOL, TOBACCO AND DRUG USE

Introduction

A drug can be defined as any chemical, which causes changes in the way the human body functions mentally, physically or emotionally. In this policy we are concerned with drugs which have the power to change a previous mood and the way in which a person thinks as well as drugs on which the user may become physically or psychologically dependent. It is generally accepted that alcohol and tobacco are the most widely abused drugs; however, illicit substances such as cannabis and ecstasy are increasingly becoming a problem in all areas.

Education Concerning Substance Abuse

The school sees itself as having a role in the process of enabling students to increase control over and improve their health. As a staff we endeavor to promote the well being of students by: -

- Providing a safe and healthy environment.
- Promoting positive health behaviour.
- Increasing knowledge about health.
- Promoting students' self esteem.
- Working in partnership with parents and students.

To this end, in response to the encroaching drug culture in our society we feel the need to implement a comprehensive policy to address in our school the problem of substance abuse.

Our policy includes: -

- Strategies for the prevention of problems surrounding drugs, alcohol and tobacco.
- Procedures for dealing with such incidences in the school.
- Guidelines and information for teachers to improve their resources in response to the problems of substance abuse.

Managing Alcohol, Tobacco and Drug Related Incidents.

It is intended that this policy is to be interpreted in accordance with the schools

- A) Education Programme e.g. SPHE, RSE, Stay Safe and Walk Tall.
- B) Being a Smoke Free Zone.
- C) Being a Health Promoting school.

Procedures for dealing with Alcohol, Tobacco and Drug Related Incidents

A. Illicit Drugs School Policy

1. Students are prohibited from being in possession of or using illicit drugs or solvents on the school premises.
2. Illicit drugs found on the school premises will be locked
3. Where the school suspects trafficking of illicit drugs the advice and assistance of the Garda Junior Liaison Officer will be sought leading to an investigation if appropriate. The appropriate school authorities will contact the parents or guardians of any students named in such an investigation away and the Gardai will be contacted to dispose of them. An investigation will be made into the origin of the drugs found.
4. The school expects parents to inform the principal or deputy principal if they suspect their child of drug taking.
5. If students are suspected of drug taking outside of school every effort will be made to support them and ensure that they get the counseling and help that they may need.

B. Alcohol

1. Alcohol will not be available at any after hour's activities for students arranged by the school.
2. When a student comes to school under the influence of alcohol their parents or guardians will be called in to take them home.
3. The behaviour causing concern will be reported to the Deputy Principal who will meet with the student on his/her return to school and the teacher concerned. Concern will be expressed for the consequences of this behaviour and as much information as possible will be elicited from the student.
4. A report of the incident will be written and presented to the school Principal. The Principal will then arrange a meeting with the parents or guardians of the student informing them of the behaviour and of the school's concern. The parents will have the opportunity to voice their own worries and fears.
5. A referral will usually be made with the consent of the parents or guardians to a counselor for a full assessment of the extent of the problem. If further incidents occur at school the parents or guardians will be called in again.
6. Where a student has been suspended in line with the school code of discipline, their return to the school will usually be on the condition that they receive external counseling.
7. The school in dealing with any drug-related issue expects parental co-operation and support.

C. Medication

1. The school should be informed by parents or guardians of any special requirements that students may have regarding prescribed drugs. This information should be available to the Principal, Deputy Principal and class teachers and documented in the school files.
2. Any request by students for non-prescribed medication should be directed to the school Principal. (See Administration of Medicine Policy).

D. Tobacco

School Policy:

1. If a pupil is found in possession of cigarettes and or smoking, the cigarettes will be locked away and the parents will be contacted to dispose of them. An investigation will be initiated.
2. The Principal will contact the parents/guardians of any students named in the investigation.
3. Students breaking our anti-smoking rules will be dealt with according to the school code of discipline.

Training & Staff Development.

There is ongoing support and commitment from the Board of Management. All staff completed First Aid training in December 2014. This will be repeated in December 2016. There is also ongoing commitment from The Primary Curriculum Support Programme and the Walk Tall Support Office. The Eastern Region Health Board also provides a wide range of supports for schools including Health Education and Health Promotion, Smoking Cessation Support and Adolescent Counseling Services.

Monitor, Review and Evaluate the Policy.

The policy will be reviewed regularly. This ongoing review and evaluation will take cognisance of changing information, legislation, developments in the school-based program and feedback from parents/guardians, teachers and students.

The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Appendix 5

Signs and Symptoms of Drug Use

Very often there are no clear signs attached to irregular experimental drug use. It is usually when drug use becomes problematic for the young person that some of the symptoms may manifest themselves. The signs and symptoms must not replace careful observation, listening to and talking with the young person. Many of the signs and symptoms listed are normal aspects of growing up.

Changes in behaviour, which may indicate drug use:

- Erratic mood swings.
- Lying and secretive behaviour
- Changes in appearance. In serious cases, the person may begin to look unwell, mixed with periods of more energetic behaviour.
- Changes in eating habits. Regular use of some drugs can lead to a loss of appetite.
- Gradual loss of interest in school, hobbies and friends.
- Changes in friendship patterns. If a young child is misusing drugs, s/he will tend to mix with older children and drop former friends.

- Involvement in stealing and 'bartering' personal and family possessions for money.
- Possessing unusual items and apparatus. Apart from tablets, powders, aerosols, etc. which may be found, some forms of drug taking require equipment, e.g. pieces of foil, syringes, straws, plastic bags, cigarette papers, 'Wraps' (square folds of paper)
- Unusual smells around the child.
- Stains on hands, fingers or clothes.

Monitoring of School policy

This policy is under constant review, both annually and under Health and Safety at each joint BOM meeting, held twice yearly in October and February.