



Ardrahan National School School Accident/Injury Policy

Introduction:

This policy was originally drafted as a response to newly enacted Health & Safety legislation. It was reviewed in 2026 by the whole school staff and this revised 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

Roles and Responsibilities:

The overall responsibility for the day to day management of school supervision and daily routines rests with the Principal. It is one of the duties of the Deputy Principal to organise and oversee yard supervision at break times. 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 Olivia Flynn and Lorraine Gaughan. The Fire Drill coordinator is Fidelma Hughes.

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

Context of This Policy

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 staffs are put at risk;

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined
- The school is insured under Allianz and a 24 hour policy, underwritten by Allianz Insurances is available to all children. Parents are asked to avail of this policy at the beginning of each school year.
- First Aid Training is provided for staff at regular intervals and is funded by the Board of Management.
- Each staff member is aware of their duty of care towards all pupils. Classroom management is directed towards the safety of each child while in the school building and in the playground. Teachers frequently inform children explicitly of the rules relating to safety during all school activities. Clear instructions are given regarding the use of potentially hazardous equipment in art, science or P.E. Safety issues are addressed also through the S.P.H.E. programme.
- Pupils are expected to behave at all times with consideration for both their own safety and the safety of others. Failure to do so is dealt with under the school's Code of Behaviour.
- The Board of Management accepts that despite the best efforts of school staff at prevention, accidents can and will happen. *On these occasions*

teachers are expected to exercise the standard of care of a reasonable and prudent parent.

- The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the School is intended to be of temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when children arrive home.

Contact Numbers

Parents/guardians are asked to provide at least two emergency contact numbers at the start of each school year. It is the responsibility of the parents to ensure these numbers are updated as necessary. These numbers are available at all times in the school secretary's office.

Procedures

- If a child suffers an injury, it will be assessed by the staff member nearest to the child at that time.
- A minor accident or injury is one where a child has received scrape, graze, bump or minor cut to arm, leg or body.
- All staff will be expected to deal with instances of minor first aid in accordance with the treatment procedures outlined below.
- A serious accident or injury is one where child has received injury which may require further treatment. All head or eye injuries are considered to be potentially serious. Severe bleeding and suspected broken bones are serious.
- It is the responsibility of the attending staff to decide whether an injury should be considered 'serious'. They will make a common sense judgement as any responsible parent would, and take into account the specific needs of the child concerned. The assistance of another staff member should be sought if the injury appears to be serious.
- Procedures for treating specific injuries are outlined below.
- An injured child will be moved indoors for treatment if it is judged safe to do so.
- If an injury is judged to be serious then the parents/guardians are to be contacted immediately and asked to come to the school. Until the parents arrive the child is kept under observation. If the considered opinion of

the attending staff is that immediate professional help is required then an ambulance is called. If the ambulance arrives before the parents do then, with the advice of the paramedics, a teacher (designated by the principal) will travel in the ambulance with the child. Parents are kept informed of the developing situation.

Treatment Procedures

Minor Accident/Injury

- Wearing disposable gloves clean around cuts using cotton pad and water, cleaning from the centre outwards.
- Check for any small bodies which may be embedded in the wound.
- Place a plaster on the wound if necessary for comfort or hygiene.

Sprains/Bruises

- Ice pack is applied and, if possible the affected area is elevated.
- Teacher observation is maintained
- If in doubt parents are contacted by phone.

Nose Bleeds

- Do NOT tilt the head back. Have the casualty sit up straight and lean slightly forward.
- Pinch the casualty's nose just below the bridge and apply constant pressure for 5 minutes. If the bleeding hasn't stopped continue treatment for 5 more minutes.
- An icepack may be applied to the back of the neck.
- Seek medical help and contact parents if the bleed does not stop after 10 minutes of pressure.

Head Injuries

- **All head injuries are potentially serious**
- Treat as appropriate for either bruising or bleeding
- In addition, observe the child carefully looking out for signs of concussion such as double vision, blurred vision, inability to focus, dizziness, inability to respond appropriately to simple questions, nausea, pallor, clamminess.

- **Always** contact parents so that they may continue to watch out for signs of concussion.
- If serious contact ambulance

Eye Injuries

- **All eye injuries are potentially serious.**
- If there is something in the eye the eye may be irrigated with sterile water.
- For bruising/ black eye an icepack may relieve pain and reduce swelling.
- If there is cause for concern both eyes should be covered with a loose sterile dressing and medical help should be sought promptly.
- Contact parents

Stings

- If the sting is still in the skin (eg bee sting) it is important to remove it. Scrape it out carefully with the edge of a card/fingernail.
- Apply an ice pack to reduce inflammation and swelling. The small local reaction (itching and/or swelling) will go away over time.
- If you see signs of a general allergic reaction (swelling of the mouth or lips, difficulty breathing) get medical help urgently. Phone 999 or 112.

Faints and Shocks

- Place the casualty in the recovery position
- Check vital signs
- Ensure there is fresh air
- Reassure casualty
- Contact parents

Burns/ Scalds

- Remove child from danger area
- Cool burnt area with cold running water for at least 10 minutes
- If possible remove rings etc
- Do not remove objects stuck to the skin
- Contact parents/doctor.

Severe Bleeding

- Act instantly-GO, Go, Go!

- Send for help
- Apply direct pressure with your hand, a sterile dressing or a lint free cloth. Raise the limb if no other injury is present.
- Do NOT use a tourniquet.
- Do NOT remove an impaled object.
- Do NOT remove a dressing once it has been put in place.
- Treat for shock
- Contact parents
- If very serious contact ambulance

Unconsciousness

- Send someone to phone ambulance
- Send someone to phone parents
- Check vital signs
- If subject is not breathing commence artificial respiration
- If subject is breathing but you suspect broken bones in neck or back do not move them. Otherwise place the child in the recovery position.

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

Training in First Aid

On 18 November 2025, all school staff completed a First Aid training course delivered by Boyne First Aid and received certificates of participation.

Resources

Two first aid boxes are located in strategic areas of the school. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the Health and Safety Officer or some other designated staff member.

Record Keeping

All accidents/injuries are recorded in the Accident Report Book which is located in the office. One Accident Report Book covers all children in the school. Teachers are encouraged to keep a separate copy of accident report forms relating to injuries sustained by children in their class. 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. 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.

Evaluation:

The success of this policy is measured from 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 on 28/05/2026