



Scoil Fhionán

Accidents at School

This document must be read in conjunction with the School's Administration of Medicine Policy.

In the event of an accident taking place at school the following procedures will be implemented;

- I. The teacher on yard duty will assess the situation and try to ascertain the seriousness of the injuries. He/she will inform the other staff members who will take over the care of the child from her/him.**
- 2. Very minor injuries will be treated in the Office/ Staffroom in line with the school's Administration of Medicines Policy.**
- 3. Injuries that are not serious but require medical attention will be dealt with as follows;**
 - a. Parents will be informed.**
 - b. They will be told the extent of the injury and asked to come to the school to assess whether the child requires medical attention.**
 - c. In the event of parents not being able to bring their child to the doctor then this will be done by the class teacher when arrangements have been made to supervise his/her class.**
- 4. Injuries that are of a serious nature and that need immediate care/intervention will be dealt with in the following manner:**
 - a. The local G.P./Health Centre will be contacted immediately.**
 - b. If required an ambulance will also be requested.**
 - c. Parents will be informed as soon as possible.**
 - d. At no time will the child/children be left unattended.**
- 5. The contents of the first Aid Kit will be reviewed monthly by teacher Patricia Mc Groddy. She will always ensure that the First Aid Kit is kept fully stocked. The First Aid kit will be stocked on the advice of the local chemist.**

Recording / Reporting

A written report will be recorded by the Yard monitor or class teacher depending on where the accident occurred The following information will be recorded in Accident Report Forms and /or the Incident/Accident Book which is always kept in the staff room. Minor incidents (cuts, bruises and grazes are not recorded in the book.

- a. Time of accident.**
- b. How it happened.**
- c. Who was involved?**
- d. Was the incident witnessed by the Yard Supervisor/Class teacher?**
- e. What procedure was followed?**
Must be signed by the Person filling in the report and then countersigned by the Principal.

If a child has to go to hospital an accident report form is completed (CPMSA 2007) This form is kept on record until the child is 21 years of age.

The Board of Management and the school insurers will also be notified.

Revised 8 / 1 / 2009