



Loreto Secondary School,
Accident and Incident Policy

Mission Statement:

Truth, freedom, justice, sincerity and joy – as relevant today in Loreto, Wexford as for Mary Ward in 1609.

Rationale and Scope:

This policy re-enforces the overall aim of the school in creating an environment that is safe, orderly and secure for all members of the school community.

This policy refers to injuries and does not refer to incidents that are categorised as critical incidents. The Critical Incident Management Policy is a separate document and can be consulted on our website.

The formulation of this policy enables our school to effectively:

- provide for the immediate needs and requirement of students who have sustained an injury
- ensure that adequate resources and procedures are in place to best deal with accidents/injuries as they arise
- ensure lines of communication with parents/guardians are in place if required
- provide a common, safe approach for the administration of first aid

Aims:

- To ensure the physical safety and wellbeing of staff and students
- To develop an overview of the procedures used to deal with injuries
- To provide for staff training and development where appropriate/required

Context:

The safety of all members of the school community is a priority for the school. This document summarises the measures put in place to ensure that injuries or accidents are dealt with to the best of our ability.

This policy should be read in conjunction with other relevant policies – e.g. Health and Safety policy and the Code of Behaviour.

Furthermore, a comprehensive School Safety Statement has been prepared by the school whereby hazards are identified and associated risk assessments have been carried out. This Statement is reviewed annually by the Health and Safety Manager, Mr. Derek Madden, and the school principal.

In addition to the above, the following factors should be considered:

- The school is insured under Allianz and a 24-hour policy, underwritten by Allianz, is available to all members of the school community.
- First Aid training is provided to a number of staff at regular intervals. An Assistant Principal is tasked with maintaining this register and the names of the trained staff is displayed in various places around the school.
- Each staff member is aware of their duty of care towards all students. Clear instructions are given regarding the use of potentially hazardous equipment in the different subject areas. In specialist classrooms, the importance of health and safety is emphasised to all students with teachers providing demonstrations on how to use that equipment.
- Students are expected to behave appropriately at all times with consideration for their own safety and the safety of others. Failure to do so is dealt with under the school's Code of Behaviour.
- Despite the best efforts of school staff, accidents can and will happen. Where an accident occurs, school staff will exercise a 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. First aid rendered by the school is intended to be of a temporary nature.

Procedures

- A minor accident or injury is one where a student 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.
- If a student suffers an injury, it will be assessed by the staff member nearest to the incident at that time. This staff member will ask a student, or fellow staff member, to alert a qualified first aid provider from the list.
- A serious accident or injury is one where a student 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 others should be sought if the injury appears to be serious.
- Procedures for treating specific injuries are outlined below.
- An injured student will be moved indoors for treatment if it is judged safe to do so. They will be accompanied by a teacher and two other students.
- • 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/deputy

principal) will travel in the ambulance with the student. Parents will be kept informed of the developing situation.

Treatment Procedures: This list not exhaustive

Minor Cuts and Bruises:

- 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.
- Seek medical help immediately if the bleed follows a blow to the head or face.

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/Insect Bites:

- If the sting is still in the skin (e.g. bee sting) it is important to remove it using a bee sting removal instrument.
- 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.

Allergic Reactions:

Students with particular allergic reactions should share the relevant details when enrolling in the school or as soon as the allergic reaction is diagnosed. It is the responsibility of parents/guardians to inform the school of the nature of the reaction and how best to deal with it should it occur in school or on a school trip.

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 and parents/guardians
- Check vital signs
- If casualty is not breathing, commence artificial respiration
- If casualty is breathing, but you suspect broken bones in neck or back, do not move them. Otherwise place the person in the recovery position.

Record Keeping/Reporting:

All minor injuries/accidents which happen in the school should be recorded by those who arrive on the scene. The Incident Report Form, available in the teacher handbook, should be completed and forwarded to the school principal.

The following information will be included:

- Date, time and location of incident
- Name of individual (s) involved in the incident
- Description of the accident/incident and actions taken
- Details of First Aid administered, if any
- Signature of staff member completing the report

Follow-up Actions:

Review and File: The report should be reviewed by the principal and filed appropriately.

Notification of Parents/Guardians: Parents or guardians of the affected student should be notified of the incident and the actions taken.

Medical Attention: If any symptoms persist, recommend further medical evaluation, and raise the protocol to the full accident reporting process.

Review and Prevention: Where an incident has occurred, the school will review the root cause of it and consider if any action needs to be taken to avoid any future accidents.

Communication and Training:

Staff will be informed of this policy and reminded of the procedures contained therein. The policy will be available to all members of the school community online.

Review:

This policy will be reviewed by the Board of Management to reflect any changes in regulations, school policies, or lessons learned from past incidents.

Conclusion:

This policy serves as a guide for managing minor accidents in a school setting, emphasising immediate care, reporting and prevention. The overall aim of the policy is to create a safer school environment, promoting the health and safety of all members of the school community.

This policy was ratified by the Board of Management in September 2024.