



St Francis National School

Rock Road, Blackrock, County Louth, A91 NHOV
Tel: 042 9366993 Email: admin@stfrancisns.ie Web: www.stfrancisns.ie

Accidents and Emergencies Policy

Introductory Statement

This Policy was formulated by the staff of St. Francis NS to ensure that procedures are established and maintained to respond to accidents and emergency situations and to prevent and minimise the health and safety impacts associated with them.

Aims of Policy

To provide a clear Plan of Action for dealing with an accident or injury, whether minor or serious, which may arise during school hours.

To ensure that staff and parents are aware of the accident and injury procedures in place in the school and their respective responsibilities in those circumstances.

Procedures for dealing with Accidents and Emergencies during School Hours

Pupils are supervised by the school staff during school hours, from 8.50am. to 2.40 pm.

If a child is unwell or is involved in a minor accident during school hours the staff member will assess the seriousness of the situation and contact Parents/Guardians if necessary.

Emergencies:

In the event of an emergency/serious accident during school hours, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.

The following procedures will apply:

The pupil will not be moved. He/She will be made comfortable. One staff member will remain at the scene to reassure the injured pupil while the other staff member will seek medical attention and the parents/guardian will be contacted, and the class teacher and principal duly informed. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions.

Roles and Responsibilities

Principal: To co-ordinate the implementation of the Policy on a whole school basis and to furnish the school board and parents with a copy of the Policy.

Teachers/School Staff: Staff member(s) who deals with a reportable accident/incident (minor injuries/incidence excluded) is responsible for the recording of it in St. Francis NS Accidents and Incidents book. Details of the incident and how it was handled are recorded. All members of staff involved in the accident/incident are to sign this entry.

First Aid duty: The partner teacher of the person on duty will cover the first aid for that day. This staff member will assess a child's condition and decide if a phone call to parent/guardian is required.

Parents: It will be the responsibility of parents to provide the school with contact details for themselves and nominated alternatives: telephone numbers, written consent, information on allergies/health conditions and other relevant information to facilitate the development and operation of an effective Accident and Emergency Policy. It is school policy to update contact information yearly.

School Secretary: To ensure that this information is collated, easily accessible and continually updated in accordance with information supplied by the parents.

The Board of Management: will have responsibility for

- Ratifying this Policy.
 - Taking all reasonable steps to ensure that school buildings and grounds are in good repair in order to minimise risk of accidents and provide for the safety of pupils and staff.
 - Providing support for the teaching staff in the operation of this Policy.
-

Accidents & Emergency Policy

Ratified by the Board of Management on _____ (Date)

Signed: _____ (Chairperson, Board of Management)

These findings also indicate that the building staff is the operator of the policy.

Administrative & Management Policy

Administered by the Board of Management or
(Signature)
(Date)