

ST. BRIGID'S GIRLS' NATIONAL SCHOOL

SICKNESS/INJURY AT SCHOOL

Policy

- 1) In the event of a teacher taking ill at school, a taxi may be called for. The Board of Management will pay the fare, providing a receipt is available.
- 2) If a child complains of being unwell during the school day, a parent or nominated adult may be contacted and informed that the child needs to be collected as soon as possible.
- 3) In the case of a parent or nominated adult not being available to collect a child, teacher should write a note in the child's journal stating that the child complained of being unwell during the school day.
- 4) When a parent or nominated adult takes a child from school early, that person must "sign out" the child with the Principal or Secretary.
- 5) If a child is sick or injured during class time it is the responsibility of the teacher to inform the parents/guardians. This may be done by:-
 - a) Teacher phoning parent or nominated adult
 - b) Teacher sending a note with a responsible child to the Secretary or Principal, who will make the contact.
- 6) A very sick or injured child, awaiting collection, will remain with her teacher during class time and with the "First Aid" teacher during the breaks.
- 7) Children may not remain indoors during yard time unless in exceptional circumstances.
- 8) First Aid will be administered as per guidelines in Appendix 1.
- 9) There are currently three staff members who hold a current first aid qualification. The three staff members are due to renew their first Aid training in: 2016. One staff member in April 2016 & two staff members in July 2016.
- 10) There are currently three staff members who have current Defibrillator training. The three staff members are due to renew their Defibrillator training in : 2016. One staff member in April 2016 & two staff members in July 2016.
- 11) If a child presents with suspected cut on legs and she is wearing tights then the child is asked to pull down her own tights, she can be encouraged to use toilets to do this for her privacy. If child refuses to remove tights then she should not be encouraged further but this should be recorded in the incident book and the injury should be left unattended.
- 12) Plasters may only be applied with permission. There is a list of children's names available to teachers who are not given permission to wear plasters

- 11) If a child on the yard claims to have or appears to have a serious injury (breakage, severe sprain, concussion, seizure etc.) teacher on duty MUST NOT MOVE the child but summons help immediately. A mobile phone is available during yard-time. The injury will then be assessed and appropriate actions taken as deemed necessary for the safety and wellbeing of the child and all other children present.
- 12) An ambulance may be called in an emergency.
- 13) In the event of head injury steps, as per Appendix 1 will be followed and every effort will be made to inform parents.
- 14) All accidents or incidents requiring first aid treatment will be recorded and retained on file.
 - a) The Incident Book is filled in by class teacher if accident occurs in class and by the teacher on "First Aid" duty if accident occurs on yard.
 - b) Serious incidents will be recorded on standard incident forms (available from the Principal) and forwarded to:-
 - i. Board of Management
 - ii. Insurance Company
 - c) When a child receives professional medical assistance because of an accident or injury that occurred in school, the Health & Safety Authority must be notified in the prescribed form & the school insurer should be informed through the broker's office.
 - (d) If an injury occurred to a staff member that necessitates the injured party from performing his/her normal work for more than three consecutive days, excluding the day of the accident but including any days that may not have been working days, or in the case of pupils or any person who is not at work but who as a result of a school related accident suffers injury or condition, which results in that person requiring treatment from a registered medical practitioner or treatment in a hospital as an in-patient or an outpatient, then it shall be the duty of the Principal to notify the H.S.A. in the prescribed form. The school insurer shall also be notified through the broker's office.
- 15) There is a Health and Safety Statement for St. Brigid's. It is every staff member's responsibility to read this statement and act according to its recommendations. Ms. Aileen McCusker is the Staff Safety Representative. The Health and Safety Statement forms part of the school policy on Sickness/Injury at school.
- 16) St. Brigid's Girls School Sickness and Injury Policy will be followed in the event of sickness or injury occurring during extracurricular activities supervised by St. Brigid's staff members.

Ratified by the Board of Management of St. Brigid's GNS on 30th April 2015

Appendix 1: Guidelines for administering basic first aid

1. Minor cuts and grazes
 - Wear gloves at all times when cleaning wounds
 - Using sterile water and cotton wool/ gauze, clean the wound from the inside outward
 - Discard and use a fresh piece of cotton wool/ gauze until the wound is clean
 - If the wound remains open apply plaster or appropriate dressing
2. Control of significant or severe bleeding
 - **Posture** (position the patient sitting on floor or lying down)
 - **Elevate** (raise the injured area above the level of the heart)
 - **Expose and Examine** (Look for the source of bleeding)
 - **Pressure** (Apply pressure using bandage or pad)
3. Head injuries
 - Apply ice pack to the affected area for no more than 10 minutes
 - In case of serious head injury monitor for signs of confusion, disorientation etc.
 - Parents/guardians must be informed in all cases by phone and/or standard school note
4. Fainting
 - Raise lower limbs (if lying) or put head between the knees (if seated)
 - Open windows, ensure adequate space and air
 - Monitor casualty
5. Sprains/ fractures
 - Immobilise the area using sling or bandage where possible
 - Look for signs of fracture (below)
 - **Rest** the injured area
 - Ice pack or cold compress to be applied
 - **Compress** the injury
 - **Elevate** to reduce swelling

Signs and symptoms of a fracture

- **Swelling**
- **Pain**
- **Loss of movement**
- **Irregularity or deformity**
- **Numbness**
- **Tenderness**
- **Shock**

For full details of first aid guidelines, or to treat more serious injury/ illness- consult manual located in the first aid box.