

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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ACCIDENT AND INCIDENT POLICY June 2016

- School Name:** Christian Brothers Secondary School, Kilkenny
- School Address:** James's Street, Kilkenny
- School Details:** CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
- School Management:** The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

1. Rationale

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in the school's policies, practices and activities. The Board of Management of the CBS Kilkenny has agreed the following accident/incident policy statement.

2. Procedures

2.1. What should be done when an accident/incident happens?

- On becoming aware of an accident/incident, staff should, in so far as they are able, render first aid to the injured student/s.
- Where a qualified first aid officer is available, that officer should provide assistance as soon as possible.
- Except where the accident/incident is considered minor (for example where first aid intervention is not required), a parent must be informed. For a serious accident/incident (for example, where professional medical services are required) a parent must be informed immediately. For a less serious accident/incident (for example, where first aid intervention is required) a parent must be informed as soon as possible, but at least by the end of the school day.
- Except where the accident/incident is considered minor, a first aid officer or other staff member attending to the student must remain with the student until no further treatment or assistance is required, or until the student is placed in the care of ambulance officers or other medical personnel, unless the employee's personal safety is at risk.
- In the event of an accident/incident it is the responsibility of the reporting teacher to ensure that relevant personnel are informed of the accident/incident in order to reduce the risk of the hazard occurring again.

2.2. When should a Student Accident/Incident Report be completed?

As a guide a report should be prepared when:

- a student breaks a bone or suffers an injury to the eyes or head
- a student is injured at school or in a school organised activity and first aid and/or medical attention is provided or such treatment is reported by the student or a parent at a later date
- a student has to leave school early as a consequence of an accident/incident
- in other instances when the principal or his/her delegate considers it appropriate to do so.

The Student Accident/Incident Report should be prepared as close as possible to the time of the accident/incident – preferably the same day. The Report form template is available in the teacher’s diary.

2.3. What information should be provided in the report?

When completing the Student Accident/Incident Report details identifying the student who was injured are to be provided together with the date and location of the accident/incident, a description of any injuries sustained and a brief factual account of how the accident/incident occurred.

2.4. Witness Statements.

In the case of more serious injuries/incidents the school should obtain witness statements from any person, including a student, who has direct knowledge of the accident/incident. It is agreed that the witness would give a written report of what happened. This in turn will be attached to the accident/incident report.

2.5. Should any other material be collected at the time of the accident/incident?

In the event of more serious injuries/accident

A class roll/ excursion/ sports roll of the relevant students and supervising teacher should be attached to the accident report form.

2.6. For how long should reports and other material be retained?

Student Accident/Incident Reports and associated material should be retained for seven years or until the injured person attains the age of 25 years, whichever is the longer.

2.7. What should be done if parents or solicitors want copies of reports and/or witness statements?

Where parents or other parties seek copies of Student Accident/Incident Reports and/or witness statements, schools should advise that requests need to be made in writing to:

Legal Advisor, Board of Management, CBS Kilkenny.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____

Date: _____

Chairperson, Board of Management

Appendices attached

Appendix (1): attached identifying procedures to be followed when responding to incident/accident in “The Primary School Field”

Appendix (2): attached identifying procedures to be followed when responding to an incident/accident regardless of location

Appendix (3): attached identifying procedures to be followed when dealing with concussion.

Appendix (1)

Responding to an incident/accident in the Primary School Field.

First Aid box to be checked and put in place – notify all users of First Aid Box

Mary Sinnott

Paul O Flynn

Matt Ruth

Niall Tyrrell

Seamus Dwyer

Mick Stack

Ger Morrissey

Ger O Brien

Stephen Murphy

PJ McCormack

Anything used must be replenished by user ASAP.

Personal Phone must be brought to Brothers' Field.

In case of a Minor Accident

8 Steps in First Aid to Students

- **Survey the scene.**

Take a brief moment to look around and make sure the scene is safe. Find out who is involved and what happened.

- **Hands off Check**

As you approach the student look at appearance, breathing and circulation to decide if someone should call 999/112-this should take less than 30 seconds.

- **Supervise**

Make sure other students near the scene are supervised and safe.

- **Hands – on Check**

Check the student's condition. Decide if someone should call 999/112 and what first aid is needed.

- **First aid care**

Provide first aid that is appropriate for the injury or illness

- **Notify**

As soon as possible have someone notify a parent or legal guardian.

- **Debrief**

If possible talk to the student about any concerns. Talk with other students who witnessed what happened and how you and others responded.

- **Document**

Complete a written report of what happened.

In the case of a Medical Emergency (e.g. cardiac arrest)

- Check with Primary School regarding their defibrillator
- Phone School/Emergency services – request the de-fib (10 minute window)
- Request trained personnel immediately to operate de-fib.
- Activities stop and group are sent to wait in changing area.
- Send someone for first aid box
- Open airways and ensure airways are not blocked.
- Maintain circulation- compressions (up to 100 -120 per minute)

Appendix (2)

Responding to an incident/accident regardless of location

8 Steps in First Aid to Students

- **Survey the scene.**

Take a brief moment to look around and make sure the scene is safe. Find out who is involved and what happened.

- **Hands off Check**

As you approach the student look at appearance, breathing and circulation to decide if someone should call 999/112-this should take less than 30 seconds.

- **Supervise**

Make sure other students near the scene are supervised and safe.

- **Hands – on Check**

Check the student's condition. Decide if someone should call 999/112 and what first aid is needed.

- **First aid care**

Provide first aid that is appropriate for the injury or illness

- **Notify**

As soon as possible have someone notify a parent or legal guardian.

- **Debrief**

If possible talk to the student about any concerns. Talk with other students who witnessed what happened and how you and others responded.

- **Document**

Complete a written report of what happened.

Appendix (3)

Dealing with concussion

Concussion in Sport.

At a glance.....mild traumatic brain injury. All concussions are serious.

Most concussions occur without loss of consciousness.

Concussions have different consequences for each individual; close observation and assessment are essential

What is concussion?

A mild traumatic brain injury caused by a blow to the head, disrupting or interfering with a person's normal functioning.

When concussion takes place the brain suddenly shifts, shakes or rotates.

Diagnosis

Concussion is difficult to diagnose, hence clinical and neuropsychological assessment are so important.

Concussion can often be presented in its most obvious form, such as passing out or feeling light headed. Other symptoms can be a milder format, and therefore harder to diagnose.

Concussion- signs and symptoms.

Signs observed by coaching staff/Parent/Mentor

- Appears dazed or stunned
- Is confused about position
- Forgets an instruction
- Is unsure of the game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavioural or personality change
- Can't recall events after a hit or a fall
- Inappropriate playing behaviour

Signs reported by player

- Headache or pressure
- Nausea
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not feel right or is feeling down.

Action

- Remove the player from the field of play
- Ensure the player is evaluated by a health care professional, experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself
- Inform the players parents or guardian about the possible concussion; indicating the signs and symptoms to watch out for post-injury.
- Keep the player out of play the day of the injury, and until a health care professional, experienced in evaluating concussion, says the player is symptom free, and is ok to return to play.

Any incidents need to be reported to parents – advise medical assessment to be carried out if condition deteriorates.