

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

Phone: 056 7721402 Fax: 056 7763652 email: office@cbskilkenny.ie



ACCIDENT AND INCIDENT POLICY March 2022

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 of CBS Kilkenny 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.

This policy has been reviewed in accordance with the CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post- Primary Schools 2017.

While renewing this Accident and Incident Policy, due consideration has been given to all aspects of the wellbeing of students at CBS Kilkenny and particularly to the Wellbeing School Improvement Plan (May 2018).

General Data Protection Regulation came into force in May 2018, and this policy has been reviewed in light of this legislation.

2. Procedures

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, and where necessary seek the assistance of a qualified First Aid officer.
- Where a qualified First Aid officer is available, that officer should provide assistance as soon as possible.
- Where necessary, the emergency services should be contacted by a staff member.
- Except where the accident/incident is considered minor (for example where First Aid intervention is not required), a parent/guardian must be informed.
- For a less serious accident/incident (e.g. where First Aid intervention is required) a parent/guardian must be informed as soon as possible, but at least by the end of the school day.
- For a serious accident/incident (e.g. where professional medical services are required) a parent/guardian must be informed immediately.
- 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 staff member to ensure that relevant personnel are informed of the accident/incident in order to reduce the risk of recurrence. Report forms can be found in the Teacher Handbook and must be prepared as close as possible to the time of the accident/incident (preferably the same day) with as much detail as possible and provided to the relevant personnel. A copy is retained in the school office.

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

As a guide, a Student Accident/Incident Report should be prepared when:

- 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/guardian 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.

4. 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 factual account of how the accident/incident occurred. Where a staff member is relaying a second-hand account of an accident/incident, the source of the account must be named. Details of action taken, if any, should be recorded.

5. Witness Statements

In the case of more serious injuries/incidents, the school should obtain witness statements from any person/SNA/member of the school community, including a student, who has direct knowledge of the accident/incident. This in turn will be attached to the Accident/Incident Report.

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

In the event of more serious injuries/accidents, a full list of all students present should be attached to the Report Form.

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

Student Accident/Incident Reports and associated material will be retained in line with GDPR.

8. What should be done if parents/guardians 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
James's St
Kilkenny
R95H985

Approval

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

Signed: _____

Date: _____

Chairperson, Board of Management

Appendices attached

Appendix (1): Procedures to be followed when responding to an incident/accident in the Primary School ('Brothers') field, **Freebooters Astro turf, the Water-barracks, or on the school grounds.**

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

Appendix (3): Procedures to be followed when dealing with concussion.

Appendix (1)

Responding to an incident/accident in the Primary School field (The Brothers' Field), Freebooters Astro turf, the Water-barracks, or on the school grounds

A First Aid box should contain the following - this list is not exclusive;

- Gloves
- Plasters
- Cotton Wool
- Non-Adherent dressings
- Adhesive tape
- Sterile Water vials
- Scissors
- Sling
- Thermal Blanket
- Ice packs/Cooling spray.

Any item which is used from the First Aid box must be replenished by the user as soon as possible.

A personal mobile phone must be brought to all of the above listed locations.

The above protocols apply to any member of CBS Kilkenny staff using these locations for school-based activities.

Should an incident/accident take place away from school grounds, the teacher should call the school office, requesting another teacher to arrive and supervise the rest of their current class. This will allow the injured/affected student to be supervised by his class teacher. The teacher that arrives to supervise will then walk the remaining students back to school.

In case of a Minor Accident

Eight 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 his appearance, breathing and circulation to decide if someone should call 999/112. This should take less than thirty seconds.
- **Supervise**
Make sure that 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**
Provide First Aid that is appropriate for the injury or illness.
- **Notify**
As soon as possible have someone notify a parent/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 and the actions taken. Where necessary, use the Accident/ Incident Report Form.

In the case of a fainting/shocks.

- Lie the casualty down
- Raise the legs above the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Reassure casualty
- Contact parents/guardians

Record the event on and Incident/Accident report form.

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

- Phone emergency services – request the de-fibrillator from CBS Kilkenny Primary School if in the Brother's Field. If unavailable, request the portable de-fibrillator from CBS Secondary School Kilkenny.
- Request trained personnel immediately to operate de-fibrillator
- Open airways and ensure airways are not blocked
- Maintain circulation with compressions (up to 100 -120 per minute)
- Stop other activities and send group to wait in the changing area or other appropriate space.

Appendix (2)

Responding to an incident/accident regardless of location:

Eight 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 thirty seconds.
- **Supervise**
Make sure that 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**
Provide First Aid that is appropriate for the injury or illness
- **Notify**
As soon as possible have someone notify a parent/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 and actions taken. Where necessary use the Student Incident/Accident Report Form.

Appendix (3)

Dealing with concussion:

Concussion in Sport

All concussions are serious

Most concussions occur without loss of consciousness

Concussions have different consequences for each individual and require close observation and assessment.

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 important.

Concussion can often present in its most obvious form, such as passing out or feeling light headed.

Other symptoms can be a milder format and are therefore harder to diagnose.

Concussion might not present immediately, and so it may be difficult to diagnose. The student should be monitored until parents/guardians arrive.

Concussion- signs and symptoms.

Signs OBSERVED by coaching staff/parent/guardian/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
- Cannot recall events after a hit or a fall
- Inappropriate playing behaviour

Signs REPORTED by Student

- 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 student from the field of play
- Inform the student parent/guardian about the possible concussion, indicating the signs and symptoms to watch out for post-injury
- Ensure the student is evaluated by a health care professional, experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
- Keep the student 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 fit to return to play.

All incidents need to be reported to parents/guardians. Advise that a medical assessment should be carried out if condition deteriorates.