



Policy: Accident/Incident Policy



School Name: De La Salle College, Waterford.

School Address: Newtown, Waterford.

School Roll Number: 649500

School Details: De La Salle Waterford is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Le Chéile 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 De La Salle, Waterford is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement:

Inspired by its founder, the mission of the college is to: *“De La Salle College, Waterford is an all-boys Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life”*

Ethos:

As a Le Chéile school in the De La Salle tradition De La Salle Waterford seeks to promote the key values of a le Chéile school as espoused by life St. Jean-Baptiste De La Salle. Graduates of our school are characterised by a keen sense of the following:

- Intellectual Development
- Emotional and Social Development
- Moral Development
- Spiritual Development
- Concern for Others

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

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 De La Salle Waterford 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 school office and from the school Health and Safety officer.

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, De La Salle Waterford

Approval:

This policy has been distributed to staff, parents and students for their approval. Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of De La Salle Waterford;

Chairperson: *Nora Widger*

Date: 14/10/21

This policy will be due for review on:

Date: October 2024

Appendices attached:

Appendix (1): attached identifying procedures to be followed when responding to incident/accident in the school.

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 (4): Reporting template form.

Appendix (1): Responding to an incident/accident in the school.

First Aid box to be checked and put in place (All who use the boxes and School Health and Safety Officer with overall responsibility)

Anything used must be replenished by user ASAP.

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. In the event it is felt necessary the parent/guardian will collect the student for further medical investigation. If the parent/guardian is unavailable a decision will be taken in school as to whether the student should be taken to hospital.
- **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)

- Get defibrillator immediately.
- Phone School/Emergency services – request the de-fib (10 minute window)
- Request trained personnel immediately to operate de-fib.
- Activities stop and member of group are sent to seek assistance from member of teaching staff.
- Send someone for first aid box
- Open airways and ensure airways are not blocked.
- Maintain circulation- compressions.

Appendix (2): Responding to an incident/accident outside of school.

When going on sports trips first aid box is required. In general there will be two members of staff accompanying a group to cater for any eventualities related to accidents and emergencies.

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. In the event that the student needs to be hospitalised one of the staff members will undertake to do so.
- **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. Most concussions in school take place on the sports field but they may also occur in other aspects of school life.

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 to look out for by coaching staff/parent/mentor, include;

- 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 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 (or other situation).
- 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.
- Inform the students' parents/guardian about the possible concussion; indicating the signs and symptoms to watch out for post-injury.
- Keep the student out of play the day of the injury, and until a health care professional, experienced in evaluating concussion, says the student 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

Appendix 4: Accident/Incident Report Form

Incident/Accident Report: (Please stamp with school stamp when presenting to school officer)

Reported by: _____

Date of Report: _____

Incident Information:

Nature of Incident and short description:

Date of Incident:

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People involved:

Student/s Involved: _____

Staff Member involved: _____

Witnesses: _____

Actions Taken:

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Date Reported to Health and Safety Officer/Principal: _____

Signed (person making report): _____

School Officer: _____