



Special School for Children with Autism and Complex Needs

Accident & Injury Policy Abacas Special School

1. Introduction

This policy was originally drafted as a response to Health & Safety legislation. It applies to all users of the school premises and all school-related activities.

2. Rationale

The formulation of this policy enables our school to effectively:

- Provide for the immediate needs and requirements of students and staff who have sustained either a serious or a minor injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- Ensure lines of communication with parents/guardians are in place if required.
- Activate a known plan of action with which all staff are familiar.

3. School Ethos

This policy re-enforces the elements of the school mission statement that advocate providing a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

4. Aims/Objectives

The aims of this policy are as follows:

- To ensure the physical safety and wellbeing of all staff and pupils
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- To provide training for staff with the effective use of outside expertise so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work
- To ensure the safety of pupils and staff where physical distancing guidelines cannot be adhered to and/or where a situation occurs where the appropriate PPE is deemed necessary for usage.



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5. Roles and Responsibilities

Board of Management: The Board of Management has overall responsibility for ensuring the safety, health and welfare of all pupils and staff, in so far as is reasonably practicable.

Principal: Overall responsibility for the day-to-day management of school supervision/routines and the implementation of health and safety measures rests with the Principal.

Deputy Principal: The Deputy Principal is the Health and Safety Coordinator and will assume the responsibilities outlined in the schools Health and Safety Statement

Assistant Principal II: The Assistant Principal II is the Assistant Health and Safety Coordinator and will assume the responsibilities outlined in the schools Health and Safety Statement

Class Teachers: Class teachers are responsible for classroom supervision, and teachers on yard duty are directly responsible for the supervision of pupils at break time.

All staff: Where a student, staff member or a member of the public receives an injury while on the premises, any staff member in the absence of the Principal, Deputy Principal/Health and Safety Coordinator should record the details of the incident, the name of the injured party, any assistance rendered and the name and contact details of any witnesses and forward this information to the Principal and Health and Safety Coordinator as soon as possible.

All staff and contractors: All employees and contractors who may be engaged in work on the school premises must report all accidents (including minor ones) and dangerous occurrences to the Principal and Health and Safety Coordinator as soon as possible following the incident.

6. Definitions:

Accident: An accident is defined as "any unexpected, unforeseen or unplanned occurrences that interrupts or interferes with orderly progression of an activity."

Dangerous Occurrence: A dangerous occurrence is "an occurrence which occurs at the place of work as specified in Schedule Twelve of the Safety, Health and Welfare at Work (General Application) Regulations 1993".



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7. Preparatory and preventive measures:

The safety of pupils and staff is a priority for the Board of Management, and the following robust measures have been put in place to ensure no child or staff member is put at risk:

- A comprehensive school Health and Safety Policy has been recently revised whereby all hazards are identified and remedial measures are outlined
 - A minimum of two staff members per class will be trained in First Aid. The names of all staff currently trained in First Aid are listed in the Health & Safety policy along with expiry dates.
 - There are seven First Aid boxes in the school: one in the secretary's office, one in the staff room and one in each classroom. All staff will be made aware of these locations. Travel first aid kits will be brought on all school trips.
 - The contents of all first aid boxes and travel kits are checked regularly by the Health and Safety Coordinator and replenished when deemed necessary.
 - The provision of training and guidance around the use of PPE will be provided to all staff and staff will be able to identify where and when it should be used in relation to school accidents and injuries and other situations where it is deemed beneficial and /or necessary. Staff will know where the PPE is stored on the school premises and will be able to access it when needed. The condition of the PPE will be monitored, and the stock will be replenished when necessary by the Health and Safety Coordinator.
 - A supply of PPE will be brought on all trips and this supply will be subject to ongoing checks to ensure it is appropriate and in good condition. Each class will be responsible for restocking their classroom supply of PPE after outings.
 - Each classroom teacher regularly instructs his/her class on issues relating to safety in the classroom and in the yard.
 - There is at least one teacher and two adults on yard duty at any one time.
- #### 8. Procedure in the case of accidents and dangerous occurrences

All accidents and dangerous occurrences are reported immediately or without unreasonable delay to the Principal, Deputy Principal or Health and Safety Coordinator. The procedures followed in the case of accidents and injury vary depending on the degree of severity of the accident/injury and are described as follows. If in any doubt as to the severity of the injury, staff will call emergency services as soon as possible.



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Minor Accident/Injury:

- The injured party is initially looked after by the class teacher or teacher on duty at the time.
- If deemed necessary, the injured party will be taken to the main reception area where first aid will be administered.
- Cuts/Bruises are cleaned with anti-septic wipes and bandages/plasters applied if deemed appropriate.
- Where necessary, other first aid measures will be implemented by trained staff.
- Where necessary, the appropriate PPE will be used by the teacher and any other staff member involved with the treatment of the injured party.
- In the case of an injury to a child, no medicines will be administered, except if specific medication is required by the child for a specified medication condition and consent has been given by the BOM for these to be administered by school staff (see Administration of Medicines Policy). Cuts/Bruises are cleaned with anti-septic wipes and bandages/plasters applied if deemed appropriate.
- In the case of bite injuries, please see bite scale in Appendix B and implement the appropriate procedure.
- In the case of an injury to a child, parents/guardians will be notified in the daily journal or by e-mail or phone, as appropriate.
- An Incident Report Form must be completed and signed and stored in the Principal's office.

More Serious Accidents/Injuries:

- Injuries are assessed by the Principal, Deputy Principal/Health and Safety Coordinator.
- If considered safe to do so, the injured party will be taken to the main reception where first aid will be administered.
- In the case of a child, no medicines will be administered, except if specific medication is required by the child for a specified medication condition and consent has been given by the BOM for these to be administered by school staff (see Administration of Medicines Policy).
- Cuts/Bruises are cleaned with anti-septic wipes and bandages/plasters applied if deemed appropriate.



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- Where necessary, other first aid measures will be implemented by trained staff.
- Where necessary, the appropriate PPE will be used by any staff members involved with the treatment of the injured party.
- In the case of bite injuries, please see bite scale in Appendix B and implement the appropriate procedure.
- In the case of an injury to a child, parents/guardians will be informed immediately, particularly if there is a suspicion of broken bones or head or eye injuries.
- The child is kept under intense observation until the parent/guardian arrives, with the emphasis on making the child as comfortable and as settled as possible.
- An Incident Report Form must be completed and signed and stored in the Principal's office.

Very Serious Injuries:

- Injuries are assessed by the Principal, Deputy Principal or Health and Safety Coordinator.
- Where appropriate, first aid will be administered by trained staff.
- Where necessary, the appropriate PPE will be used by any staff members involved with the treatment of the injured party.
- In the event of a very serious injury to a child, parents/guardians will be contacted immediately.
- If the considered opinion is that professional help is required, an ambulance will be called.
- In the case of an injury to a child, the child's Health Information Form, which is completed by the child's parents/guardians at the time of enrolment and updated as required, will be given to any medical personnel, as appropriate.
- On rare occasions, staff may agree that taking the injured party to Accident & Emergency in a private car is a more prudent option, particularly in the case of rapid blood loss. In this case, at least two adults should accompany the injured party. In the case of a child, one of the accompanying adults must be a member of staff who is Garda-vetted).
- In the case of an injury to a child, parents/guardians will be kept informed of developing situations.
- An Incident Report Form must be completed and signed and stored in the Principal's office.



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Bite injuries:

A Bite Scale has been developed as part of this policy. In the event of a biting injury, each bite must be assessed and treated in accordance with this scale. The Bite Scale forms part of this policy (see Appendix B).

9. Accident Reporting Procedures

All accidents are reported immediately or without unreasonable delay to the Principal, Deputy Principal/Health and Safety Coordinator.

All accidents and injuries at school, however minor, are recorded on an Incident Report Form and stored in the folder located in the Principal's office. The Incident Report Form lists the date and time of the accident, any witnesses, the nature of the injuries sustained, a brief description of the circumstance of the accident, the procedures followed by staff, etc. Very serious injuries will be notified to the school's insurers.

The Incident Report Form must be completed in detail. Include photographs taken of the scene, if possible, or draw sketches. All reportable accidents will be left undisturbed, (if it is safe to do so) to be fully investigated by the Principal and/or the Health and Safety Authority Inspector. Statements will be obtained from all witnesses, written down as they are given and signed by the witness in question. Witnesses should not discuss the incident, as this may cloud or distort their version of events.

Accidents and dangerous occurrences to be investigated will also include substantial damage to property, or near misses. Once the cause has been established, the Board of Management will initiate procedures to have the cause eliminated either by removing the particular hazard or having it guarded in such a manner as to prevent any further accidents. If this is not possible, the "hazard" will be included in the Safety Statement and appropriate risk reduction measures will be outlined. All preventive measures recommended will be issued to all staff.

10. Notification of Accidents and Dangerous Occurrences to HSA

All accidents and dangerous occurrences will be notifiable under Regulation 59 of SI No. 44 1993 to the Health and Safety Authority by the Principal on the Accident Report Form IR1 and Dangerous Occurrences Form IR3 respectively (see Appendix A). As a summary of Regulation 59 of SI No. 44 1993, the following accidents or incidents are reportable as above:



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- If due to any injury received at work a person dies or is prevented from performing his or her normal work for more than three days (excluding the day of the accident but including any holiday or weekend).
- Any other person who is not at work but as a result of an accident related to a place of work or work activity dies or receives an injury resulting in that person requiring medical treatment (i.e. injury to a member of the public or other contractor or sub-contractor).
- A dangerous occurrence as defined in the Twelfth Schedule of SI No. 44 1993.

11. Arrangements for Accident Investigation

The purpose of the accident investigation is to examine the conditions that led to the accident and to decide what follow-up is necessary to prevent a repeat occurrence. The investigation is also conducted for the purpose of providing adequate information for a defence in a civil action for damages against the Board of Management or a member of staff. The Principal, Deputy Principal/Health and Safety Coordinator must ensure that there are thorough "on the spot" investigations of all accidents and dangerous occurrences, not merely those that are reportable to the authorities. The services of a competent person will be engaged, if required. The investigation should be held as soon as it is possible to do so, even if the person injured has to make a contribution later, and a full report made.

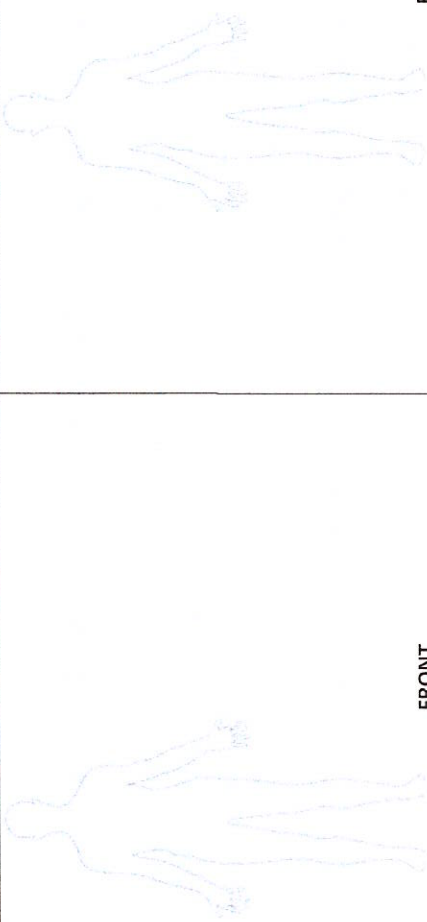
12. Ratification:

This revised policy was ratified by the Board of Management on 23rd January 2023.

Chairperson's signature:

Date: 23-1-2023

Mark on diagram where injury occurred

		FRONT		BACK	
Neck	Head	Pelvis	Shoulder		
Abdomen	Forehead	Hip	Upper arm		
Rib	Ear	Thigh	Elbow		
Chest	Eye	Knee	Lower arm		
Back	Mouth	Lower leg	Wrist		
Buttocks	Teeth	Ankle	Hand		
Genital	Chin	Foot	Thumb		
Groin	Throat	Toe	Finger		

INITIAL ACTION TAKEN

First aid given	Reassurance given
Observation	Referred to A&E
BMP implemented	Referred to G.P
Reactive strategy	Sent home / Off duty

Form Completed by:		Witness to the Incident	
Name:		Name:	
Address:		Address:	
Signature:		Signature:	
Date:		Date:	

Debrief – What can be done differently next time to prevent another occurrence?

** If PCM procedures were implemented please ensure required documentation is completed **

Principal: _____ Health & Safety Coordinator: _____

**Appendix B
BITE SCALE**

This scale forms part of Abacas Special School's Accident & Injury Policy.

Bites will be assessed by the Principal and Health and Safety Coordinator. Where necessary, the appropriate PPE will be used by the Principal, Health and Safety Officer and any other staff member involved with the treatment of the injured party. Where appropriate, the injured party will be provided with any necessary PPE in the event they may need to be transported to hospital or to the GP.

LEVEL	DESCRIPTION OF BITE	ACTION TAKEN
Level 1	Pre-bite: Attempted bite but no contact made with the person.	<p><i>Attempt on Pupil:</i> Maintain safe distance. Implement Behaviour Support Plan.</p> <p><i>Attempt on Staff Member:</i> Maintain safe distance. Implement Behaviour Support Plan.</p>
Level 2	Near-bite or highly inhibited bite: Person makes tooth contact on skin but there's no actual puncture or mark	<p><i>Attempt on Pupil:</i> Maintain safe distance, ensure safety of other children. Implement Behaviour Support Plan. Clean area. Inform parents/guardians in journal or by phone call, as appropriate.</p> <p><i>Attempt on Staff Member:</i> Maintain safe distance, ensure safety of other children. Implement Behaviour Support Plan. Clean area.</p>
Level 2A	Child clamps but in an inhibited manner such that no skin is broken. Mark left on skin.	<p><i>Bite on Pupil:</i> Maintain safe distance, ensure safety of other children. Implement Behaviour Support Plan. Area cleaned using first aid box. Inform parents/guardians by phone call. Complete Incident Report Form.</p> <p><i>Bite on Staff Member:</i> Maintain safe distance, ensure safety of other children. Implement Behaviour Support Plan. Area cleaned using first aid box. Complete Incident Report Form.</p>

Level 2B	Bite which grazes skin	<p><i>Bite on Pupil:</i></p> <p>Maintain safe distance, ensure safety of other children. Implement Behaviour Support Plan. Area cleaned using first aid box. Class teacher informs parents/guardians immediately by phone. Pupils are never sent to doctor by the school. However, parents/guardians may choose to do so. Complete Incident Report Form.</p> <p><i>Bite on Staff Member:</i></p> <p>Maintain safe distance, ensure safety of other children. Implement Behaviour Support Plan. Area cleaned using first aid box. If no up-to-date tetanus, staff member may decide to attend local GP after school for evaluation. Doctor may decide that a tetanus is necessary - if so, school will cover the cost. Complete Incident Report Form.</p>
Level 3	Bite which deeply breaks skin/damages flesh	<p><i>Bite on Pupil:</i></p> <p>Maintain safe distance, ensure safety of other children. Implement Behaviour Support Plan. Area cleaned using first aid box. Class teacher informs parents/guardians immediately by phone. Pupils are never sent to doctor by school. However, parents/guardians may choose to do so. Complete Incident Report Form.</p> <p><i>Bite on Staff Member:</i></p> <p>Maintain safe distance, ensure safety of other children. Implement Behaviour Support Plan. Area cleaned using first aid box. Staff member sent to local GP immediately for evaluation. Doctor may decide that a tetanus is necessary – cost covered by the school. Complete Incident Report Form.</p>

