

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

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ACCIDENT AND INCIDENT POLICY Jan 2024

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny, R95H985
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 (BOM) of CBS Secondary School Kilkenny recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in school policies, practices and activities.

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and addendum 2019, and the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).

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?

- All staff receive basic First Aid on a regular basis. Staff are encouraged to follow Clinical Practice Guidelines as prescribed by PHECC when dealing with any medical issues (**see Appendices 1 and 2**).
- 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 Responder (FAR) (**see Appendix 3**).
- Where a qualified FAR is available, that responder should provide assistance as soon as possible.
- Where necessary, the emergency services should be contacted by a staff member as soon as possible.
- The parent of the student does not need to be informed should the incident/accident not require first aid intervention.
- Should first aid intervention be required, the parent should be informed as soon as possible.
- 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. Accident Report forms can be found on the shared google drive folder and in the staffroom, 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 given to the Health and Safety post holder upon completion.

3. Accidents/Incidents offsite

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 accompany the remaining students back to school.

The teacher should ensure they have a mobile phone with them if leaving the school grounds with a group of students.

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

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

As a guide, an Accident Report Form should be completed 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 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.

5. What information should be provided in the Report?

When completing the Accident Report Form, 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.

6. Witness Statements

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

7. 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 Accident Report Form.

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

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

9. 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
James's St
Kilkenny
R95H985

Each request will be considered in line with GDPR.

Approval

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

Signed: _____

Date: _____

Chairperson, Board of Management

Appendix 1

FAR Clinical Practice Guidelines 2021 edition (Updated June 2023)

The following guidelines should be followed in the event of an accident/incident.

[FAR Clinical Practice Guidelines](#)

Appendix 2

HSE Guidelines for Concussion

<https://www2.hse.ie/conditions/head-injury-concussion/>

Appendix 3

What to do when you arrive on the scene of an incident/accident



Primary Survey

- Check for Danger
- Make sure scene is safe. Call for help.
- Check Response (AVPU)
- Determine level of consciousness.
- Check Airway
- Head tilt, chin lift.
- Check Breathing
- Monitor chest rising and falling. (12 – 20 breaths per minute)
- Check Circulation
- Monitor pulse. (60 – 100 beats per minute)

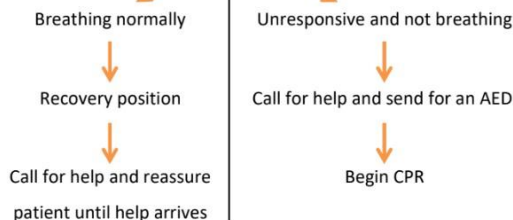
Alert – Patient fully awake
Voice – Patient responds when spoken to
Pain – Patient responds to being pinched
Unresponsive – Patient doesn't respond at all

Secondary Survey

- Examine for obvious injuries
- Record vital signs
- Take a **SAMPLE** history
- Check for medication carried
- Check for medical identification tag
- If patient is acutely unwell/injured call 999/112
- Monitor and observe the patient until handover to the parent and/or appropriate healthcare professional

Signs & Symptoms
Allergies
Medications
Pertinent medical history
Last oral intake
Events that led to accident

Summary



Concussion/Head Injury

Go to ER if:	Call 999/112 if:	For minor head injury:
Knocked out but woke up.	Knocked out and not woken up.	Hold ice pack to area for short periods.
Vomited since injury.	Difficulty staying awake.	Rest.
Persistent headache.	Fluid from ears/nose.	Limit any activity that worsens symptoms.
Become irritable.	Numbness/weakness in part of body.	Monitor closely for 24 hours.
Memory problems.		