



## Illness and Injury Policy

| Ratified   | Review Date |
|------------|-------------|
| April 2022 | April 2024  |

To include breakfast club and after school clubs

It is our Policy to keep children free from harm in our care. All preventable measures will be taken to ensure children do not injure themselves or become exposed to illness or infection whilst in school. We aim to prevent cross infection of viruses and bacterial infections.

On the rare occasions that accidents, illness or emergencies occur it is our duty to ensure that children receive the appropriate treatment and first aid, parents are aware of our policies and procedures when accidents, illness or emergencies do occur and all our statutory obligations are adhered to.

Most staff in our school are trained in First Aid to ensure cover is maintained during absences, and hold current first aid certificates. No parent helper or student should administer first aid unless he/she has had proper training.

Our first aid boxes are clearly marked, accessible at all times and are stocked correctly. They are stored within our classrooms, in our staffroom and in the offices.

The Principal and Key First Aid teacher(s) are responsible for checking and replenishing the first aid box contents.

Parent emergency contact numbers are kept securely with each child's records.

In order to assist in the reporting procedure all major accidents/ incidents are reported to the employing authority, using the Education Authority's (EA) accident report forms. The school's principal is responsible for the truthful and accurate completion of the accident investigation and accident report form and subsequent dissemination of reports.

### Accidents

If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the day. If necessary, the child's parent will be asked to collect the child as soon as possible.

If a child is unduly upset or we have concerns about the injury a member of staff (key first aider/Principal/secretary) will contact the parent / carer for clarification of what they would like to do.

Parents will be informed by phone of any head injury.

An Injury Letter detailing actions taken and first aid administered will also be completed, and if a parent/carer has been contacted, a copy of this will be emailed to parents and a copy held within a secure online folder.

A copy of all injury letters is kept in a secure online folder. All teaching staff have access to them and can add detail as required. Auxiliary staff are required to pass on any information to relevant teachers / Principal who will assess the situation and complete an Injury Letter. A termly review of injury letters will take place.

Any serious accident that occurs, parents / carers will be notified by phone immediately and relevant information provided including if an ambulance was called and where the child has been taken.

For more severe accidents the EA Accident and Injury report form is completed and sent to EA Health and Safety office.

### Illness

If a child becomes ill whilst attending school, staff will phone parents /carers to advise them of the situation and if we feel necessary advise them to arrange collection of that child. If the parent /carer cannot be contacted, we will contact the next emergency contact named on the list. The child will be kept comfortable and will be closely supervised while awaiting collection.

If a child complains of illness which does not impair their overall wellbeing, the child will be monitored carefully and the parent or carer will be notified when the child is collected.

We hold written permission from parents /carers to seek and administer emergency treatment for their children if needed. The signed forms can be found in the children's records, held in a secure file location.

Any child who has been vomiting or had diarrhoea will not be allowed in this setting until 48 hours after the last occurrence. Parents / carers are asked to inform the school as soon as possible if your child has an infectious illness.

The nearest first aider will liaise with the Principal / key first aider and will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

#### Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider/Principal will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

If the child needs to go straight to hospital, we will call an ambulance. We will contact the child's parents / guardian with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.

A member of staff will go to the hospital with the child if a parent / guardian cannot be contacted or if parent/guardian permission is given.

The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as approved by the parents).

#### Our procedures following a more serious accident or emergency

- Report the incident immediately by telephone to the Education Authority.
- Record all the relevant details on an accident report form (name, address, occupation, details of accident etc).
- Send the completed report form to the appropriate department as indicated on the report form (currently EA Health and Safety office, Balllee), within 24 hours of the accident date.
- Keep a copy of the completed form for record purposes

*J. Cullen*      *J. Foster*