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Roll No. 17012B



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## Accidents

All reasonable precautions are taken to keep and maintain the school building, school equipment, the playing area and other areas of the school site in such a condition that it does not create a hazard likely to cause injury to pupils, teachers or other persons.

School policy and procedure endeavours to provide effective and adequate supervision of pupils at all times during school hours.  
Games or activities which are deemed to place pupils at any risk of injury are not allowed.

All employees are encouraged to think 'Safety First' in all school-based activities.

The maxim SEE IT, SORT IT or REPORT IT applies.

Where an accident does happen, the details are recorded in an accident book. This book is stored in the Principal's office. The details include date, time, nature and location of the accident, what action was taken afterwards and who witnessed the accident.

In the event of a serious accident, more detailed accounts are recorded.

Where a child is injured in an accident, the parent/guardian is informed immediately. In an emergency situation, where it is not possible to make contact with a parent / guardian, qualified medical treatment should be sought at the earliest opportunity.

**In dealing with minor accidents all staff members are reminded to wear rubber gloves and dispose of soiled plasters and wipes in the landfill bins provided.**

The First Aid kit is stored in a locked press immediately inside the main entrance door to the school.

All accidents should be logged in the Accident Report Book, which is stored in the school office. It is school policy to contact home if a head injury is reported.

Reviewed and amended by Board of Management and staff in January 2019