



# Scoil Phádraic Cailíní

Portrane Road, Donabate, Co. Dublin

## Donabate Girls' National School

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### Procedures to be adopted in the event of pupil illness or accident

#### Serious accident/injury

- Where hospital treatment is required, every reasonable effort will be made to contact the child's parents/guardians to arrange for the child to be brought to hospital. To facilitate this communication, contact information is available through the school office. It is the responsibility of parents/guardians to keep this information current.
- Where parents/guardians are unavailable an ambulance will be called. This decision is made by the Principal Teacher (or Deputy Principal), in consultation with the class teacher/supervising teacher and the First Aid Responder team members.
- Where treatment by a medical professional(s) e.g. GP is required, every reasonable effort will be made to contact the child's parents/guardians. To facilitate this communication contact information is available through the school office. It is the responsibility of parents/guardians to keep this information current.
- If contact with parents/guardians has not been established, every reasonable effort will be made to do so at the earliest opportunity.
- The supervising teacher will record the incident in the Accident and Injury Log Book. Entries should be concise and should indicate
  - a) Pupil name
  - b) date
  - c) Time of incident
  - d) Nature of injury
  - e) Action taken
- Parents/Guardians may request an insurance form from the school office which they can fill in and forward to the insurance company

#### Minor Injuries/illness

- Accidents/incidents/illness during break times will be referred to the supervising teacher.



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- First Aid will be administered by the supervising teacher. Wounds will be cleaned with water. The teacher will wear the gloves provided.
  - Where the injury/illness warrants, the supervising teacher will inform the class teacher of the injury/illness and the action taken to treat same.
  - The supervising teacher will record the incident in the Accident and Injury Log Book. Entries should be concise and should indicate
    - a) Pupil name
    - b) date
    - c) Time of incident
    - d) Nature of injury
    - e) Action taken
  - Accidents/incidents/illness during class times will be addressed by the class teacher.
  - First Aid will be administered by the class teacher. Wounds will be cleaned with water. The teacher will wear the gloves provided.
  - Cool packs are applied where appropriate.
  - Parents/guardians will be contacted where appropriate.
  - In the event of pupils arriving at school ill/injured or becoming ill/injured during the school day, parents/guardians will be contacted and/or asked to come to the school if deemed necessary.
  - Parents/guardians are requested not to send ill pupils to school.

Note: For pupils with diagnosed medical conditions please refer to the relevant school policy.

### Review

This policy was reviewed in September 2024 and is due to be reviewed in 2027.

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Lisa English, Chairperson BOM

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Ciara Greene, Principal