



**Scoil Triest Special School**

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***Policy:* Policy on the Reporting and Management of Incidents and Accidents**

***Date of Issue: 2nd December 2020***

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| ***Date*** | ***Reviewed / Ratified*** | ***Chairperson’s Signature*** | ***Principal’s Signature*** |
| *02/12/2020* | *Ratified* | *Judith Conway* | *Geraldine Bond* |
| *13/11/2024* | *Reviewed* | *Yvonne Cummins* | *Jerry Ryan* |
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### Introduction

* 1. **Definition of an Accident/Incident**

An event or series of events that result or could result in physical harm (injury or disease) to an individual, damage to property, a loss or any combination of these effects.

### Purpose

The prevention of accidents and incidents is fundamental to Scoil Triest.

**An effective procedure for the reporting and management of incidents** will assist us, as a school to ensure that people:

* + - are safe and in comfortable environments,
    - are free from abuse and neglect.
    - are treated fairly,
    - are respected,

**The management of incidents** is about ensuring that when an incident happens:

* + - those involved are safe and receive whatever medical attention they require,
    - the appropriate recording is done,
    - those who need to be informed are informed,
    - any actions that need to be taken are taken, in a timely fashion, and
    - the information generated through incident reporting is turned into management knowledge that can be used to ensure that such incidents are reduced or eliminated.

This document outlines why it is necessary to report and manage incidents and accidents and it describes the process by which this will be done.

### Principles of a good Incident Management and Reporting System

We aim to provide environments that are pleasant, reflect the preferences, and meet the needs of the people who use them. Even when we pay attention to the quality of life issues, incidents and accidents will occur in our school.

It is essential that we have a mechanism for managing them effectively when they do occur and that they are recorded in a way that facilitates the school team to learn from them.

**2 Incident Reporting**

It is the responsibility of all staff to report all incidents, not just those that lead to the injury of a student or staff member.

### All incidents and injuries will be recorded and monitored; treated as important and reviewed by the school principal/senior teacher.

**Written Record of Incident:** It is vital that incident data is recorded in such a way as to allow us to learn important lessons about how we manage incidents. The incident data should be factual and without prejudice

**Sharing of Information:** A strong incident management practice requires the continuous sharing of information and values throughout the work experience of colleagues.

**Enhancing Quality of Life:** Incident management is closely tied to the quality of life of our students and the quality of work life for our school staff

**Easily Accessible Records:** The information about what happened to bring about an incident or injury must be presented clearly and easily located.

**Quick and accurate recording and investigation** of all incidents and injuries must be carried out. This enables suitable measures to be introduced to adapt to situations as quickly and as effectively as possible and to ensure, as far as is reasonably practicable, that a re-occurrence does not occur.

**Health and Safety:** Those people with a particular responsibilities for all Health and Safety should review all incident forms where injuries have occurred as a result of defective or damaged buildings, facilities or equipment. Repair or maintenance may well be required to prevent future reoccurrence of the incident or injury

**Other organizations or institutions:** Other organisations may wish to examine the information contained. These organizations will require the appropriate consents and mandates to comply with the Freedom of Information Act.

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| **What to do if there is an incident**  The procedures outlined here apply to incidents involving both staff and students. ..  **STEPS TO FOLLOW** | | |
| **Step 1** | **Ensure The Immediate Safety Of All Persons Involved** | The primary responsibility of staff in the event of an incident or injury is to take the necessary action to ensure the immediate safety of all persons involved. This may involve calling the emergency services and/or administering first aid. It will involve ensuring that all people are safe and accounted for. Only when this is attended to should members of staff focus on the reporting procedure. |
| **Step 2** | **Inform Senior Staff on duty** | **Report all incidents to Principal/Senior Teacher as soon as possible** |
| **Step 3** | **Document Incident using the**  **School Incident form provided**  **(Appendix A)** | .An Incident form is completed to include the following information   * Student(s) involved * Date of Incident * Time of Incident * Location of incident * What was happening at the time * Brief description of incident: The information here requires to be precise, describing exactly what happened at the time. * Name of witness / position: * Signature of person conducting the report * Signature of Principal * All signatures should be written clearly and legibly * Completed incident forms should be given to the Principal / Senior teacher * Principal will read and sign and file in the school incident folder |
| **4. What to do if there is an Serious Incident / Accident**  An accident / serious Incident is deemed to have occurred if a person is injured and requires medical attention | | |
|  | **The Incident Management Procedures should be followed** | * **Follow Steps 1 to Step 3** |
|  | **Procedure for injury to Students** | * Any injury to student must be reported immediately to the Principal or Senior Teacher * First Aid Responder should be called to assess the injury * Parents should be contacted and given an outline of the injury by the teacher or Principal * If in any doubt as to whether medical attention is required, the parents are requested to collect the student. In the event of not being able to contact parents, ambulance should be called to take student to the hospital if deemed necessary. * Where parents are not present, a staff member should accompany the student. In the event that the parent/s or Guardian/s are not contactable, the school will endeavour to provide relevant details e.g. medical conditions, medication/s, known allergies etc. * All Students are covered by Allianz Pupil Personal Accident Cover. Where a student requires medical attention parents should be advised to complete the Public Liability Accident available on [www.allianz.ie](http://www.allianz.ie) |
|  | **Procedure for Injury to Staff** | * Any injury to staff should be reported immediately to Principal or Senior teacher. * First Aid Responder should be called to assess the injury. * If the staff member requires medical attention, the Principal / Senior teacher should request that the staff member has the injury medically evaluated by their own G.P. If physiotherapy is required, a written recommendation from the G.P. is required to be issued to the Board of Management. * The cost of the initial doctor’s visit, initial prescription and a maximum of three physiotherapy visits, if recommended by doctor, will be reimbursed by the Board of Management when receipt of payment is supplied. In a case where a staff member has private health insurance or has a medical card, the Board of Management will reimburse the balance / excess of monies paid. Self-declaration form (Appendix C) should accompany receipt. |
| **Step 4**  **Step 5** | **If medical attention is required, as details emerge the Injury Reporting Log needs to be completed. This form (Appendix B) should be completed as soon as possible (2 to 3 days at most) after the accident if possible.**  **The Injury Reporting Log is forwarded to the insurers on a monthly basis.** | An Injury Report log is completed in consultation  with the Principal or Senior Teacher   * Date * Time * Name (initials only) * Details of incident / cause * Any injury sustained * Was treatment required? if so what? * Any witnesses * As per step 4 |
| **Step 6** | **Follow Up Procedures** | * A report is submitted by the Principal to the Health and Safety Authority if a staff member is absent for more than 3 days as a result of an accident or injury * Application for assault leave will be made to the Department of Education and Skills as per Department Guidelines – Circular 0061/2017 (teachers) Circular 0062/2017 (SNAs) |
| **Step 7** | **Debriefing (Support and**  **Communication)** | * In the event of a serious incident / accident staff members should be given an opportunity to de-brief with the In School Management team member or trusted colleague from their bubble to talk through the event or events in order to acknowledge and listen to the emotions that events of this type generate. * An Incident Analysis Guide (ABC form) (Appendix D) should be used to support staff in the analysis of a serious incident / accident as soon as possible after the event. * Emergency contact number should be entered in staff details page in welcome pack. |
|  | **Damage to Personal Property** | * Staff are required to take every care of their own personal belongings. The Board will not take responsibility for items stolen or lost where due care was not exercised. * Claims for damage to personal property are processed through the Board of Management. Where a settlement is made from the board of Management a staff member is required to sign a declaration of full and final settlement. |

**Related Policies:**

* Code of Behaviour
* Health and Safety Policy
* Anti- Bullying Policy

**Appendices:**

* Appendix A: School Incident Reporting Form
* Appendix B: School Injury Reporting Log
* Appendix C: Reimbursement of Expenses Declaration Form
* Appendix D: Incident Analysis Guide

**APPENDIX A**

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**Incident Report Form**

Student: (Initials): Date: Time: Location:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Describe the behaviour. |  | | | | | | |
| Whom/what was at risk? |  | | | | | | |
| What did you do?  Be factual and brief. |  | | | | | | |
| How was this in the best interest of the student? |  | | | | | | |
| Did you need to use restrictive practise or physical intervention? (Be specific) |  | | | | | | |
| How was student assisted to recover?  List any de-escalation/positive intervention strategies you used to diffuse the incident |  | | | | | | |
| Number of staff needed to manage incident Outcomes for staff(e.g. debriefing/go home/sick leave) |  | | | | | | |
| Does student have a PBSP.  If yes were all strategies in place. |  | | | | | | |
| Was anyone injured.  Was medical assistance required? | In the event that medical assistance was required an additional report will be completed. | | | | | | |
| Was there an obvious (definite) reason for this behaviour. |  | | | | | | |
| Actions to be taken.  Informing parents, adjustments to schedule/environment, PBSP, etc |  | | | | | | |
| Rate this incident.  (Attached criteria to help rate behaviour) | Minor  Bring to attention of support team within a week. |  | Significant  Bring to attention of parents and student support team **within one day.** | |  | Critical  Student support team and management to be involved **immediately.** |  |
| Signature of other staff present: | | | | | | | |
| Written by:  Class teacher signature: | | | | Date: | | | |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Member of Management Team)

**APPENDIX B**

**SCHOOL INJURY REPORTING LOG**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of incident | Time of incident | Employee name (initials only) | Details of Incident (what caused the incident) | Any injury sustained | Was treatment required / if so what | Any witnesses |
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**APPENDIX C**

***Re- Imbursement for medical expenses after injury during work***

I accept payment of \_\_\_\_\_\_\_\_ in respect of money I spent receiving medical attention resulting from an injury I received in the course of my duties in Scoil Triest on \_\_\_\_\_\_\_\_\_\_\_(date)

I accept this payment without prejudice to any claim I may make in respect of the injury/ies incurred and also with the understanding that the Board of Management are not at the present time accepting liability with regard to any claim which may be made.

\*I do not have Private health insurance /medical card. I am claiming for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*I do have Private health insurance/medical card. I am claiming for a balance of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please see attached receipt from my medical insurer, initial doctor’s visit, initial medication, Physiotherapy visits( delete as relevant)

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX D**

***Incident Analysis Guide***

***Environmental & Emotional Context.***

Was (Name of child) expecting something that did not happen?

What was (Name of Child’s) emotional state prior to the incident?

Who else was in the room at the time?

What issues were affecting (Name of Child) around the time of the incident?

What issues were affecting other people in the vicinity of (Name of Child)?

Were there any recent changes to his or her environment?

***Antecedents:***

What happened just before the incident?

What requests were made of (Name of Child)?

What work was s/he engaged at (materials or equipment)?

How was his time structured or unstructured?

***Behaviour:***

What did (Name of Child) actually do?

How long did it go on for?

How was this situation managed?

***Consequences:***

What happened immediately after the incident?

How was (Name of Child) afterwards?

Was s/he calmer?.... more agitated?...... upset?

How were other people affected?

Did (Name of Child) get anything as a result of the incident?

Did (Name of Child) avoid or escape anything as a result of the incident.

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| --- | --- | --- | --- | --- |
| **Date** | **Staff** | **Antecedents** | **Behaviour** | **Consequences** |
|  |  |  |  |  |