

Accidents and injuries

All accidents, fires, “near misses”, and instances of known or suspected occupational ill health, must be recorded on an Accident and Incident Report form including a report from the doctor or nurse consulted on the incident, the report sent to the school directors office.

All accidents/incidents, except those of a minor nature will be investigated by the appropriate school personnel and any necessary remedial measures, including revised work procedures, training, etc., will be implemented as appropriate. Accidents as a result of a defect in the fabric or structure of the building should be reported to the Administrative for action. Accidents/ incidents will be reviewed at the next meeting of the administration.

Accidents/incidents of a serious nature must be notified immediately by telephone to the Administrative Office and will be subject to a more formal investigation by the school directors.

Where a child has had a bump on the head or there is any risk of a broken own the student will be taken to hospital accompanied by a responsible member of staff. In these cases, the home teacher or Teaching Assistant responsible for the child will notify the parent or guardian will be notified immediately and arrangements for the parents to come to the hospital or arrangement to send the child home will be made. The member of staff accompanying the student will remain with them until they are safety back with their parents or guardians.

First aid

There is a First Aid Box located in the doctor/nurse’s room. The medical staff are responsible for maintaining the contents of these First Aid Boxes. The nurse is located in the nursery in the primary site. In the event of any emergency requiring an ambulance call stating the precise location and nature of the emergency then inform the principal’s office.

Various members of the administration and teaching faculty are trained as first aiders to support the medical staff the names of these staff member should be displayed in the corridors of the various schools. They should be contacted in an emergency situation when the medical staff are not available.

Allergy and anaphylaxis

Staff are very aware of the seriousness of any allergy a child may have. Before a new child starts school, we record any information on special diets or food allergies so all staff are aware of them and we regularly update this information during staff meetings.

This information is recorded in our records system and states clearly what the allergy is, how the child reacts and what staff should do in the event of a reaction while in our care. Other parents will be informed that there is a child with an allergy in the group, so that further contact can be avoided.

Anaphylaxis is the most severe form of allergic reaction and will be treated as a medical emergency. The following steps will be followed:

Ambulance will be called, then the parents. If the child has an EpiPen it will be administered straight away (by the school nurse or first aider if the nurse is not available) through clothing if necessary. This will be repeated after 5-10 minutes if no improvement. Other children will be kept away. Clothing will be loosened. If a total collapse occurs – CPR will be administered.

Before a child starts at the school staff will have training from a health official on how to administer an EpiPen. Parents will be encouraged to leave two EpiPen’s with us.

When there is a topic of food tasting or cooking staff will either put a notice up or send out a letter to parents to inform them which foods their child may come into contact with.

If a child is prescribed antibiotics, we recommend that parents administer the first dose, in case of an allergic reaction.

Medicines and Drugs

Unfortunately, TAMOS staff cannot give out any kind of drug or medicine without specific written permission from the parent or guardian. This letter must contain the name of the medicine or drug, the reason for the medicine or drug, the relevant doctors note and some indemnity for the school for distributing the drug or medicine.

Hygiene

TAMOS Education staff are very aware of the importance of having high standards of hygiene in the school, both for preventing the spread of infection and maintaining the cleanliness of the building.

If a child is sick on the floor or over any toys/equipment it is wiped up quickly with paper towels and sprayed with anti-bacterial spray; staff wear disposable gloves at all times when dealing with these incidents.

Before meals all children are encouraged to wash their hands.

Staff wash hands before starting work and many other times during the day and children are encouraged to do the same. For example, after playing in a shared water play, sand play, arts and crafts and before and after eating.

Body spillages

No person will treat a pupil who is bleeding, without protective gloves. Protective gloves are stored in the nurse's room. Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination. All body fluid spillages (Vomit, diarrhoea and Blood) will be cleaned immediately. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely.

Ordinary rubber gloves (located under the sink in the kitchen and in the cleaner's cupboard) are suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry. Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillages and is kept in the Cleaners Cupboard. Wash the affected area with warm water and detergent and dry. Single use latex gloves should be available for first aid and hygiene care procedures (these are available in the kindergarten). Once spillages have been put into newspaper, hands must be washed and dried after removal after removal of protective gloves. Once spillages have been put into newspaper it must then be placed in a sealed black plastic bag and put in the external blue dustbin for waste disposal.

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General Medical