



Dromtrasna National School

Safety Health and Welfare Policy

Safety Health and Welfare policy

Introductory Statement

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. It takes into account the most recent legislation regarding Health and Safety. It was disseminated to the wider school community through the school website and ratified by the Board of Management on the 17th of November 2022.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The BOM wishes to document their health and safety program and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

Relationship to Characteristic Spirit of the School

According to our Mission Statement Dromtrasna N.S. strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasizes the importance of the health and safety of our pupils and that of all school employees. The Board of Management, of Dromtrasna N.S. recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management, of Dromtrasna N.S and sets out the means to achieve that policy. The Board of Management's objective is to endeavor to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes and particularly in light of upcoming building works. The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

Aims

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work

- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas:
 Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.
 To ensure competent employees, who will carry out safe work practices
 Safe access and egress routes
 Safe handling and use of hazardous substances and equipment
 Safe equipment including maintenance and use of appropriate guards
 Provision of appropriate personal protective equipment

Guidelines

Policy Statement on Safety, health and welfare at work of the board of management of Dromtrasna National School

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re equipment, ergonomics etc.
- An annual review of this Health & Safety Statement and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative
 - The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.
 - The Board of Management of Dromtrasna N.S will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.
 - The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of Dromtrasna N.S and the requirement under the Safety, Health and Welfare at Work Act, 2005.

- The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.
- The Board of Management of Dromtrasna N.S will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.
- The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of Dromtrasna N.S and the requirement under the Safety, Health and Welfare at Work Act, 2005.
- The Board of Management will report serious accidents to the Health and Safety Authority.

The Board of Management will appoint a Safety Representative from the School Staff, normally the School Caretaker and a Safety Officer from the BOM.

Anne-Marie Downes is the Safety Representative and Board Member, Aileen O' Connor will continue as Safety Officer for the term 2019-2023.

Consultation and information

It is the policy of the Board of Management of Dromtrasna N.S:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the Health & Safety Statement to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Roles and Responsibility

DUTIES OF ALL EMPLOYEES

Health and safety is everyone's responsibility. As a worker you have legal duties designed to protect you and those you work with (Solas December 2005).

Responsibilities include:

- Not to be under the influence of an intoxicant that they endanger your own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report any dangerous practices or situations that you are aware of to an appropriate person
- Not to interfere or misuse any safety equipment at your workplace
- To tell your employer, if you are suffering from a disease or illness that adds to risks

Entitlements of safety representative of the Board of Management (Section 25 Safety, Health & Welfare at Work Act, 2005)

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person Receive appropriate training

- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

DUTIES OF SAFETY OFFICER

- To liaise with the Safety Rep on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.

Hazards

All staff will complete Hazard Control Forms (Appendix 3) as hazards are identified. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms will be posted on the Staffroom Noticeboard. When a Staff Member notices a hazard, he/she will use the form to notify the Safety Representative (Caretaker), who will rectify the issue and sign with date and time of when the issue was resolved. Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

Specific Hazards

1. Fire

It is the policy of the Board of Management of Dromtrasna N.S that

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.
- Regular fire drills take place at least twice a year. (See [Appendix 1](#) for Fire Evacuation Procedure)
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.
- An assembly area is designated.
- Those leaving buildings/classrooms should let someone know.
- Exit signs are clearly marked.
- The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.
- The position of Deputy Principal has as one of its duties to act as Fire Marshall and oversee in

conjunction with the Safety Officer and Representative the above aspects of the policy.

2. Other hazards

- On occasions the floor surface of classrooms, hallways, stairs and toilets become slippery due to condensation and pose a risk.
- There are goalposts on the school football pitch (See Appendix 6 for Goalpost Safety Plan)
- Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost snow, and ice.
- During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

Constant Hazards

1. Electrical Appliances

It is the policy of the Board of Management of Dromtrasna N.S that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the Board of Management of Dromtrasna N.S that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

3. Drugs/Medications

It is the policy of the Board of Management of Dromtrasna N.S to have an Administration of Medication Policy in place for exceptional circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a teacher or SNA may be requested to administer such medication. Refer to the schools Administration of Medicines Policy.

4. Wet Floors

It is the policy of the Board of Management of Dromtrasna N.S that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. During heavy weather condensation can cause tiled areas to become slippery.

5. The Code of Conduct

The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

6. Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries.

7. Bullying

The Dromtrasna N.S Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication '**Working Together: Procedures and Policies for Positive Staff Relations (2000)**' and our '**Dignity at Work Statement**' included as Appendix 7.

8. Access to Employees is by Consent

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

9. Trained First Aid Personnel

It is the policy of the Board of Management that: -

Employees will be trained to apply First Aid to pupils and other employees.

All required remedies and equipment are made available for first aid function.

There will always be an adequate supply of properly equipped First Aid Boxes available to staff which will contain: Elastoplast plasters, Disinfectant (e.g.) Savlon, Antiseptic wipes, Waspese, Cotton Bandage and scissors.

Other Procedures

Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

Visitors to the School

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Deputy Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they can read, draw, play board games or chat.

Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Text-a-Parent, local media, school website etc. Transport home is arranged and where there is nobody at home pupils can stay with neighbouring parents with their own parents' consent. In instances of staff members' vehicles being used to bring pupils home, it is policy to carry additional pupils to ensure that a pupil

will not be alone in the vehicle with a staff member at any time.

Success Criteria Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

Timeframe for Implementation

The revised policy will be implemented from November 2022.

Responsibility for Review

The BOM will be responsible for reviewing the policy.

This plan will be reviewed and revised as often as is necessary, with whole school input: pupils, parents, staff and Board of Management.

Ratification and Communication:

This plan was ratified by The Board of Management of Dromtrasna N.S. on 16 November 2022

Signed: _____
Chairperson: Vincent Sheehy

Signed: _____
Acting Principal

Date: _____
17th November 2022

All of Dromtrasna N.S.'s policies are available for inspection in the school.

APPENDIX 1

FIRE EVACUATION PROCEDURE

Sequence

- Alarm
- Call the fire brigade
- Evacuation
- Assembly
- Roll Call
- Tackle the fire

Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Alarm

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm six times.

Call the Fire Brigade

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.

Evacuation

On hearing the alarm, pupils will stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady uniform pace to the place of assembly followed by the teacher who will bring the Roll Book and close the classroom door and any other doors used to exit. The principal will, if safe to do so, 'sweep' the main building to ensure no pupils remain in toilet or other areas. He will carry the school register to the assembly area. The Deputy Principal will, if safe to do so, 'sweep' the Junior Block to ensure no pupils remain in toilet or other areas.

Assembly

The place of assembly is the grass Area adjacent to senior play area and all classes will stand together in lines according to class

Roll Call

Immediately the classes have mustered at the place of assembly, a roll call or count will be taken, from the roll book. If anyone is missing an immediate search by the staff will be made. As far as is practicable, no place to which pupils have access being overlooked.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

Attacking Fire

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

Fire Drills and Testing Alarms

A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours.

**Appendix 3
HAZARD CONTROL FORM**

Hazard	Action Taken	Date Remedied	Person Responsible

APPENDIX 4

SAFETY REPRESENTATIVES' CHECKLIST

1 CIRCULATION AREAS

1.1 Passages

Check that:

- 1.2.1 floor surfaces are even and are not slippery;
- 1.2.2 passages are adequately lit;
- 1.2.3 litter or rubbish has not been allowed to accumulate;
- 1.2.4 mats, etc., are not positioned in such a way as to be tripping hazards;
- 1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.2 Doors and Windows

Check that:

- 1.2.1 doors are unobstructed;
- 1.2.2 doors with glass windows have toughened or laminated glass;
- 1.2.3 doors with a fire resistance requirement have wire reinforced glass;
- 1.2.4 there are no doors with:
 - loose or broken hinges;
 - damaged or sticking catches;
 - broken wood panels or glass panels;
 - loose or stiff handles;
- 1.2.5 doors are not allowed to swing freely without restraint;
- 1.2.6 windows are not broken or cracked;
- 1.2.7 windows are cleaned regularly;
- 1.2.8 windows do not have broken fastenings or cords;
- .

2 HEATING AND VENTILATION

Check that:

- 2.1 the heating system is regularly serviced and maintained in good order.
- 2.2 the heating system is adequate to comply with the requirements of current legislation;
- 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. blinds;
- 2.4 windows can be easily opened to allow for adequate ventilation. Further advice on heating and ventilation is given in the next section.

3 FIRE SAFETY

Check that:

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;
- 3.3 all designated fire exits are clearly marked;
- 3.4 evacuation procedures are clearly displayed;
- 3.5 staff and children are familiar with evacuation procedures;
- 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- 3.7 there have been practice evacuations/fire drills held at least once per term;
- 3.8 fire doors open outwards and are not held or wedged open;
- 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;

3.10 the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers' recommendations;

3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;

3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc., are stored correctly, away from any sources of heat.

More detailed advice on fire safety is given in the next section.

4 ELECTRICAL EQUIPMENT

4.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- equipment is correctly wired and earthed;
- plugs are correctly wired;
- use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- the mains supply is still capable of meeting the maximum demand;
- the distribution system (i.e. sockets, bench supplies etc.) is suitable for the type of work being carried out;
- the isolating switches are marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

4.2 Lighting

Visually check that:

4.2.1 all the light fittings are working and are kept in a clean condition;

4.2.2 light switches are not broken and appear to be in a safe condition;

4.2.3 the lighting is adequate for the type of work being undertaken.

4.3 Plugs/Sockets/Leads

Visually check that:

4.3.1 plugs are in good condition with no cracks or pieces missing;

4.3.2 sockets are in good condition with no cracks or pieces missing;

4.3.3 socket screws and mountings are secure;

4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;

4.3.5 indicator lights on sockets function correctly;

4.3.6 insulation on leads is not cracked or frayed;

4.3.7 leads are without knots or joins and are reasonably free of 'kinks';

4.3.8 Leads are the correct length for the equipment being used;

4.3.9 there are no trailing leads;

4.3.10 leads and flexible cable are securely fixed at both equipment and plug ends.

4.4 Equipment

Check that:

4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;

4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;

4.4.3 equipment is only being used for purposes for which it was intended;

4.4.4 where appropriate, all electrical equipment is switched off and, unplugged when not in use;

- 4.4.5 mains isolating switches are easily accessible and known to staff;
- 4.4.6 on/off indicator lights function correctly;
- 4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- 4.4.8 equipment containing liquid has a leakage detector;
- 4.4.9 all items of electrical equipment are properly and regularly maintained and serviced.

5 USE OF GAS

There are currently no gas installations in the school.

6 FIRST AID

Check that:

- 6.1 notices are posted in prominent positions detailing Child Safeguarding Statement;
- 6.2 first aid boxes are readily available and adequately stocked
- 6.3 the accident book is readily available and kept up to date.

7 GENERAL PURPOSE CLASSROOMS

- 7.1 look again at sections 1-4;

Check that:

- 7.2 hazards are not arising from overcrowded classrooms;
- 7.3 all cupboards, fixed blackboards, display units are stable;
- 7.4 classroom furniture is not damaged;
- 7.5 wherever possible, there are no sharp edges or corners on the furniture;
- 7.6 furniture is positioned safely;
- 7.7 all shelf mountings are secure.

8. HALLA

Check that:

- 8.1 floors are clean, even, non-slip and splinter proof;
- 8.2 children use appropriate non-slip mats for floor exercises
- 8.3 wooden beams, benches etc. are free from splinters and generally sound;
- 8.4 benches are stable and do not wobble when in use.

9 NON-TEACHING AREAS

9.1 Offices

Check that:

substances for use with photocopying machines are stored correctly, and that the room where photocopying machines are operated is adequately ventilated;

9.2 Kitchen Areas

- 9.2.1 the kitchen/dining area is kept clean;
- 9.2.2 the kitchen floors are sound and non-slip, especially when wet;
- 9.2.3 first aid boxes are available in the kitchen area;
- 9.2.4 equipment is adequately guarded.

10.3 Boiler Rooms

- 10.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- 10.3.2 all safety devices in the boiler room are in proper working order;
- 10.3.3 the boiler is regularly maintained by a competent person;
- 10.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

11.4 Staff Facilities

- 11.4.1 the staffroom is clean, warm and well lit;
- 11.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings,

Dromtrasna N.S.'s Health and Safety Statement

books etc.;

11.4.3 the staffroom is large enough for the numbers to be accommodated and sufficient tables and seating is provided;

11.4.4 there is provision for tea and coffee to be made;

11.4.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

11.5 Hygiene

Check that the following are available:

11.5.1 soap

11.5.2 hand drying facilities

11.5.3 hot water

11.5.4 toilet paper

11.5.5 litter bin per classroom

11.5.6 provision for disposal of sanitary towels

11.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

11.6 Outside Areas

11.6.1 roofs, guttering, drainpipes etc are, as far as can be seen, sound and well maintained;

11.6.2 all play areas, are kept clean and free from glass;

11.6.3 outside play/PE appliances are securely anchored;

11.6.4 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;

11.6.5 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;

11.6.6 all builders' materials, caretakers' maintenance equipment etc are kept securely.

APPENDIX 5

PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication (See Appendix 2).
- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
 - If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.
 - In such circumstances, repeated attempts will be made to contact parents.
 - Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.