



BODILY FLUID SPILLS PROCEDURE

All First Aid incidents are dealt with as laid out in our [School Accident/ Injury Policy](#).

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection both staff and students should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

This document is to be used in conjunction with [HSE Public Health Medicine Communicable Disease Group: Management of Infectious Diseases in Schools \(October 2014\)](#) with particular reference to Chapter 3 and the HSE guidance on “Managing cuts and blood/ body fluid spills in a school setting (see attached flow chart)

There are Body Fluid Disposal Kits available in the Rainbow Room and the Store Room in the PE Hall.

Staff are advised to contact the Principal/Deputy Principal so that cleaning of the area appropriately can be done by a caretaker, but the initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident:

Body Fluid Spillage Clean-Up Procedure

In the event of a body fluids (blood, faeces, vomit, saliva, urine, nasal and eye discharge) incident on the school premises or in the grounds, please refer to the [HSE guidance Warning on managing cuts and blood/ body fluid spills in a school setting](#) and the following procedures should be implemented:

1. The immediate area should be cleared of all students and staff not directly involved. Where there are large numbers of students present (assembly time, playground time, dismissal time, etc.) the students should return under supervision to their classrooms.

2. Place appropriate signage at the site of the bodily fluid spill.
3. Staff dealing with the serious incident must “don” on provided PPE as provided in the Emergency Kit: Gown, Mask, Eye Protection(goggles or shield) and non-sterile gloves. PPE protection must be [donned](#) and [doffed](#) as outlined in the attached illustration.
4. Place absorbent paper towel over the affected area and allow the spill to absorb.
5. Wipe up the spill using the absorbent paper towel and then place in a bin bag provided in the Biohazard Body Fluid Kit.
6. Put more absorbent paper towel over the affected area and then contact the Principal for further help.
7. All the contaminated absorbent paper towels need to be placed in a bin liner, tied up and ideally put in a yellow bin bag or double bagged and put in an outside bin.
8. If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.
9. The area must be cleaned with chlorine releasing disinfectant i.e. Milton (not required for spills of urine) following the manufacturer’s instructions.
10. If disinfection is required, always clean first and rinse with water afterwards.
11. An appropriate hazard sign must be put by the affected area.
12. The area should be ventilated and left to dry.
13. All reusable cleaning equipment needs to be appropriately disinfected according to the manufacturer’s instructions.
14. Anyone involved in cleaning up the spillage must wash their hands.
15. Remove the signage when the area is dry.
- 16. Complete an [Incident report](#) and provide a copy to the Principal.**

Please note that:

- The bin liner that has had the soiled paper towels needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
- Any article of clothing that has been contaminated with the spill should be wiped cleaned and then put in a black plastic bag and tied up for the parents to take home.
- Any soiled wipes, tissues, plasters, dressings, gloves, aprons etc. must ideally be disposed of in the clinical waste bin (red bag) and placed in the sanitary waste bin which is regularly emptied.



Items in the Bodily Fluids Spill Kit:

- 4 x Disposable Black Bins
- 4 x Yellow Bio Hazard Waste Bags
- 1 x Roll Blue Paper Towels
- 4 x Reusable Masks (Black material)
- 3x Visors with glasses
- 5 x Reusable Absorbant Cloths
- 2 x Packs Domestos Surface Wipes
- 2 x Safety Glasses
- 1 x Infrared Thermometer
- 1 x Pack Respirator Masks FFP2
- 1 Box (50) Disposable Face Masks
- 5 Disposable Gowns
- 1 x Sanisorb
- 10 x Shoe covers
- 1 x Antiseptic Spray
- 1 pack disposable gloves

Please ensure that each of these items are replenished when stock is used by seeking the replacement from the school office.

Scoil Bhríde, Straffan

School Accident/Injury Policy

Introduction:

This policy was originally drafted in November 2019 as a response to Health & Safety legislation and as part of our review of Child Protection Statement by the whole school staff and this policy applies to all users of the school premises and all school related activities.

Rationale:

The formulation of this policy enables our school to effectively;

- Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- Ensure lines of communication with parents/guardians are in place if required.
- Activate a known plan of action with which all staff are familiar.

Roles and Responsibilities:

The overall responsibility for the day to day management of school supervision /routines rests with the Principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time. The school's Health and Safety Officer is Maria Carr. All teachers and SNAs have been trained in First Aid in November 2019.

School Ethos:

This policy re-enforces the elements of the school mission statement which advocates providing a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

Aims/Objectives:

- To ensure the physical safety and well being of all staff and pupils.
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner.
- To provide training for staff with the effective use of outside expertise so that children have access to proper interventions.
- To comply with all legislation relating to safety and welfare at work.
- To link this policy with the school's Supervision Policy.

Procedures:

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff are put at risk;

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined.
- The school is insured under Allianz and a 24 hour policy, underwritten by Allianz Insurances is in place for all children.
- The provision of specialist first aid training every 2 years for all teachers and SNAs staff has been identified as a priority by the Board of Management.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices and “unsafe” playing are subject to sanctions (see School Anti-Bullying and Code of Behaviour Policies and Supervision Policy).
- Certain procedures are in place for serious events (see Critical Incident Policy)
- There is at least one teacher and one SNA on yard duty at any one time on each yard.
- The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a significant injury. All incidences are recorded by the teacher on yard into the Yard Book.

Types of Injuries on Yard

Category	Minor/ Insignificant Injuries	More Significant Injuries	Most significant injuries
Presentation Examples	Minor Cuts and Bruises treatable with plasters and icepacks Low impact injuries	Significant cuts, bleeds, significant sprains, bangs especially significant head bangs leaving marks, significant bruising, weakness, stings	Breaks, faints, collapse, loss of consciousness, sever bleeding,
Where treated	Outdoor benches	If safe to do so child escorted indoors and parent’s notified	Depending on how the child presents, emergency services and parents are called.

1. Minor/ Insignificant Injury

- The injured party is initially looked after by the nearest adult on yard duty.
- Each adult (teacher and SNA) on duty have a first aid bag where they can administer First Aid for minor cuts and bruises in line with the basic principles of First Aid. (See Appendix A)
- The use of plastic gloves is advised at all times.

- No medicines are administered but cuts are cleaned with water wipes and bandages/plasters applied if deemed appropriate.
- Children are then sent to a chair/train bench located in view of the teacher on yard while the child recovers.
- Parents are notified as a matter of protocol through their homework journal or homework sheet.(First Aid Stickers are available for use)
- The Supervising Teacher on yard records the incident and treatment in the yard book and the class teacher will be informed when the class is collected at the end of break.

0. **More Significant Accidents/Injuries**

- Supervising staff should ensure that once a significant accident/ injury has occurred that the child is made safe and the area is safe. All children need to move back out of the accident area.
- If deemed appropriate and if considered safe to do so, the supervising teacher will instruct that the injured party is taken inside to the secretary's office by the SNA.
- If an underlying condition/ diagnosis has resulted in the child's significant injury, care will be provided in accordance with the child's care plan.
- Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The child is kept under observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.
- An **Incident Report Form** must be filled in by the teacher on yard duty in the event of a more serious accident/injury, which can be found in the Principal's / Secretary's office.
- This form must be given to the principal.
- Class teacher must also be informed by the supervising teacher.

0. **Very Significant Injuries**

- Supervising staff should ensure that once a significant accident/ injury has occurred that the child is made safe and the area is safe. All children need to move back out of the accident area.
- If deemed appropriate and if considered safe to do so, the supervising teacher will instruct that the injured party is taken inside to the secretary's office by the SNA.
- If an underlying condition has lead to the child's significant injury, care will be provided in accordance with the child's care plan.
- Parents/guardians are immediately contacted.
- If the considered opinion of the staff is that immediate professional help is required, an ambulance is called.
- In very limited and rare circumstances and only with parental permission, the school may elect to bring a child to A&E if it is in the child's best interest.

- An **Incident Report Form** must be filled in by the teacher on yard duty in the event of a more serious accident/injury, which can be found in the Principal's / Secretary's office.
- This form must be given to the principal.
- Class teacher must also be informed by the supervising teacher.
- **In the event of a very serious incident, the school's insurers need to be informed also.**

Resources:

Three first aid boxes are located in the secretary's office. Teachers and SNAs on yard have a First Aid bag. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the secretary. The defibrillator is located outside the secretary's office.

Record Keeping:

- All accidents/injuries are recorded in the Yard Book which is the Teacher Yard Duty bag.
- First Aid Bags are kept in the secretary's office and are collected by the teacher/ SNA on yard before they begin yard duty.
- There are 4 Teacher Yard Duty Bags, two yards and a Junior Break and a Senior Break.
- *Junior/Senior Infant break,*
- *1st/2nd class break,*
- *3rd Class break*
- *4th-6th Class break.*
- Additionally, for more serious injuries or injuries which require a child being sent to the office must be recorded in an **Incident Report Form**.
- Teachers should keep a separate copy of accident report forms relating to injuries sustained by children in their class.
- The Incident Report Form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc which is sent to the Principal.
- Very significant injuries will be notified to the schools insurers - **Special Incident Report Form**.
- Relevant medical information on all pupils is obtained at time of enrolment and annually. Parents are encouraged to notify the school if their child develops a chronic condition. Healthcare Plans on chronic illnesses such as asthma, nut allergies, diabetes etc. are filled in by the parents annually and are kept on file and on Aladdin.

Evaluation:

The success of this policy is measured from set criteria;

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

Appendix A

First Aid Guidelines for dealing with some common injuries at school

Minor Cuts and Bruises

- Clean around cuts using antiseptic wipe/cloth, cleaning from the centre outwards
- Gloves are used at all times to reduce risk of spread of infection
- A check is carried out to locate small bodies which may be embedded in the wound
- Plaster, gauze or lint is placed on the wound
- Child is then sent to a chair/train bench to recover.
- Teacher observation is maintained.
- Children are advised to show/tell parents.
- In sports, helmets must be worn.
- At the end of break the teacher on yard will inform the class teacher so that parents can be informed via message/note in journal.
- The event is recorded by teacher on yard into the Yard Book.
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Sprains/Bruises

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented. The ice packs are kept in the secretary's office. The SNA will go to the office to collect the ice pack if needed.
- If in doubt, the child is sent to the secretary's office and parent/s are contacted.
- Teacher observation is maintained.

Burns/Scalds

- Immediately remove child from danger area.
- Cool burnt area with cold running water.
- Remove rings etc. and other tight fitting accessories.
- Do not remove objects stuck to skin.
- In the event of a minor burn use a special burn gauze/burneze.

Stings/Bites

- If case is serious, parent/s are contacted.

Faints and Shocks

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing

- Ensure there is adequate access to fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents

Severe Bleeding

- Act instantly – Go, Go, Go!
- Sit or lie the injured party down
- Put on gloves and press firmly down on wound
- Lift (if possible) the injured part above the level of the heart
- Put a clean dressing over the wound and secure it firmly with a bandage
- If blood shows through the dressing then place another one over the first and bandage firmly
- Treat for shock
- **GET HELP!**
- Contact parents
- If very serious contact emergency services immediately

Unconsciousness

- Call for help
- Contact emergency services for medical advice.
- Ensure area is safe and begin emergency first aid approach and assessment
- Commence emergency first aid measures, as appropriate, following assessment of airway, breathing and circulation. The school AED is located in the main corridor.
- Place casualty in the recovery position if breathing normally and pulse is appropriate.
- Ring for parents.
- Determine if casualty has specific medical needs.
- Check for broken bones, neck or back injury.
- Other children are kept away