

# **SCOIL NAOMH IOSAF (SNI)**

**Baltinglass, Co. Wicklow  
Roll No: 20039P**



## **Supervision Policy**

## Introduction

Scoil Naomh Íosaf is a welcoming and caring school environment where every effort is made to ensure that all the children in our care are safe and happy. Our supervision policy is devised to outline the procedures in place to ensure the safety and care of the children in their classroom, on the corridors, on the yard and on school outings and tours. Scoil Naomh Íosaf's supervision policy was originally formulated in 2011, redrafted in 2016 and updated in February 2020 in light of the building work in the school. The new extension which commenced in June 2019 is built on the original junior yard and as a result, this yard is out of commission. The building works included the addition of a significant playground area with two further basketball courts and football areas to the back of the original senior yard. This resulted in an extensive playground area at the back of the school, in addition to the football field in the foothills of Baltinglass Hill. This wonderful playground facility at Scoil Naomh Íosaf means that all pupils from junior infants to sixth classes have plenty of space to play and socialise. This updated 2020 Supervision Policy, drafted in light of the new playground procedures, supersedes all previous versions of this policy. In October 2020 a new purpose built playground was opened in what was previously the junior yard. It is intended to timetable the use of this playground for classes in the school.

## Rationale

The rules for National Schools 121(4) and 124(1) oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils during school time and during all school related activities. Legislation such as the Health Safety and Welfare at Work Act and recent Court judgments have placed a "duty of care" and accountability on schools that must be underpinned by a policy covering all possible eventualities.

## Relationship to the Characteristic Ethos of the School

This policy is in keeping with Scoil Naomh Íosaf ethos of providing a happy, safe and secure learning environment for all the pupils in our care and for the staff who work in the school.

## Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play on the yard or while engaged in school related activities, tours or events.
- To contribute to effective school management and comply with relevant legislation.

## General Supervision Guidelines:

- Teachers are assigned specific days for the supervision of pupils at small break and lunch break on a rota basis. This is devised by the Principal in September each year. Each teacher supervises two lunch breaks and two small breaks every week. Four teachers are on supervision duty at small break and at lunch break every day. All teachers are given a copy of the supervision rota and a copy is placed on the staff notice board and at the notice board nearest the playground.
- All eight SNAs are on supervision duty at small breaks and at lunch breaks every day. SNAs are assigned to specific sections of the main playground or the RÉALTA playground.
- All teachers have an equal responsibility to see that the day-to-day school rules and regulations in relation to supervision are implemented.
- If a teacher is absent on his/her yard supervision days, their substitute teacher will cover their yard duty.
- In the event that a teacher is absent for a longer period of time (for example, extended sick leave or maternity leave), the replacement substitute teacher will assume the teacher's yard duty rota.
- Class teachers supervise their class during lunchtime while the pupils are having their lunch (12.00 to 12.10 and 12.30 to 12.40) and prior to small break when children will have a snack.

- Teachers collect their class from the playground at all assembly times and escort them through the corridor and back to their classroom.
- Pupils should put away their lunch and place rulers, pens and pencils etc. in their school bags at the start of all breaks.
- Teachers should ensure that school bags are tidied and are not obstructing the passageways in the classroom to ensure safe passage for the children. Children must tidy up their desk and floor area prior to going out to the yard.

### Going out to and Coming in from the Playground:

- Pupils line up in single file in the corridor outside their classroom. Their teacher and/or SNA (where assigned) supervises them as they walk up the corridor to the yard. (3<sup>rd</sup> to 6<sup>th</sup> class students adhere to social distancing).
- Pupils walk up the steps to the yard in single file on the right hand side and are encouraged to hold onto the hand rails.
- Pupils may bring cones, a class football, cones, skipping ropes, and PE equipment to the yard as directed by their class teacher.
- Each senior class is allowed one football and one basketball on the yard. Only light footballs are permitted on the yard. Junior pupils (infants to first classes) use sponge balls for yard play.
- When the first bell goes, pupils line up in their class line up area. On hearing the second bell, children are expected to stop talking and line up quietly. (3<sup>rd</sup> to 6<sup>th</sup> class students adhere to social distancing).

### Defining the Play Area.

- Scoil Naomh Iosaf playground consists of an extensive tarmac area with four basketball courts and a playing field to the back. The playground area is very safe and is enclosed by a boundary on each of the four sides. The playground area is bounded by a fence and ditch at the back of the field, by the school building and a high gate at the school end of the playground, by a wall between Scoil Chonglais and Scoil Naomh Iósaf to the left and by the ditch between the play areas and Ardglass to the right.
- The playground area is divided up into four zones: junior/senior infants; first/second classes; third/fourth classes and fifth/sixth classes. The playground map and the line-up areas for each class are outlined on the playground map. A copy of the map is displayed on the notice boards near the playground area and each teacher also has a copy (See Appendix 1).
- In September, each teacher brings their class out to the yard and informs them where their specific playground area is to ensure the children know exactly where their playground area is and where they are required to line up when the bell rings. The children ‘walk’ their playground area and play there for short break. The teacher then rings the bell and the children practice lining up in the line-up area for their class. This procedure will be repeated a number of times in September so the children are familiar with their play area and line-up area.
- Children from second to sixth classes can play on a specified area of the football pitch in fine weather – usually September/October and May/June. As above, teachers will bring their class out to the field so they can ‘walk’ the area where they play and become familiar with the area assigned to them.
- For health and safety reasons, children may not play on the following areas:
  - the sloped grass bank between the playground/tarmac and the school building;
  - in/at the ditch between the playground areas and Ardglass; or
  - the steps and landing areas leading into/out of the school building.
- All areas of the playground (tarmac area and field) are actively supervised during small break (10:30 – 11:40 and 10:50 – 11.00) and lunch break (12:10 – 12:30 12:40- 13:00). A supervising

teacher and an SNA is assigned to each zone. Supervising teachers and SNAs wear high visibility jackets and actively watch the children playing.

- A number of children from RÉALTA play in the new enclosed RÉALTA playground at break times and are supervised by SNAs from the RÉALTA classrooms. A maximum of one child is permitted to play on the trampoline at any one time and is closely monitored.
- Scoil Naomh Iosaf operates a buddy system whereby sixth class children (who wish to volunteer) help the younger children to play games, inform a teacher if they notice a child is upset/left out/hurting others etc. With the permission of an adult on the yard, two sixth class pupils escort a younger pupil down the steps and into the sick room if they need to go to the bathroom during break times or if they are upset or have a very minor injury. The teacher in the sick room then attends to the child who is brought in. The sixth class children either wait for the younger child at the classroom door, or go back out to the yard if the younger child is staying in the sick room and report back to the teacher on the yard.

\*During Covid 19, the above Buddy system has been put on hold with the hope of resuming it in time.

#### **To ensure that pupils are safe and happy on the yard, the following yard rules apply:**

- ‘Kind words; kind hands; kind feet’ is emphasised. A visual version is also on display for pupils as they go out to the yard.
- Children should walk quietly outside to the playground in their class line.
- All food must be eaten in the classroom and may not be brought out onto yard. Pupils may eat their own lunch only and must not share food (as some children may have food allergies).
- Play nicely in your own yard area.
- Be kind and gentle - rough play, fighting, name-calling, kicking, shoving etc. are not permitted.
- Do not leave the yard/school grounds for any reason.
- Talk to a staff member if you are hurt, upset or need to go to the bathroom.
- Line up quietly in your line when the bell rings. The second bell is a signal for all classes to become very quiet.
- Pupils should never catch another pupil in a head-lock or kick/hit another pupil in the genitals. This behaviour would be regarded as very serious misbehaviour and the consequences for very serious behaviour issues as outlined in the Code of Behaviour would apply.

#### **Guidelines for Playing Football and Basketball**

- All children who want to play should be included in a game. The emphasis is on playing for fun.
- Children playing football must stay on their feet – no slide tackling, diving etc.
- No shouldering – no tackling – emphasis on playing the ball.
- Teams should be selected for a maximum of two weeks. Children will be encouraged to review teams which are not evenly matched.
- Only one person should retrieve the ball when it leaves the assigned yard area.
- If a ball goes beyond the school boundaries children must ask permission from the teacher/SNA to retrieve the ball. A supervising teacher or SNA will retrieve/supervise the retrieval of the ball.
- The bell indicates full time (no playing on after the bell).

#### **Misbehaviour on the Yard**

It is expected that children will play nicely on the yard and be kind and gentle to their classmates to ensure that everyone feels safe and happy in the playground. As mentioned in the School Code of Behaviour, if undesirable behaviour is ongoing, or a child has a specific diagnosis that may impact on their behaviour on the yard, staff will assess and monitor the child’s behaviour so that appropriate strategies can be put in place to assist the child.

In investigating incidents of misbehaviour or disputes on the yard, teachers use restorative questions:

- Tell me what happened? Are you ok? Tell me your story.
- What were you thinking at the time? How were you feeling?
- Who has been hurt/upset by what you have done?
- What do you think we can do/you need to do to make things right?

The consequences for misbehaviour on the playground are those outlined in SNI Code of Behaviour.

The staff at Scoil Naomh Iósaf are very proactive in relation to bullying and are always alert to any incidents of bullying that may take place on the yard. As outlined in our Anti-Bullying Policy, ***Bullying is unwanted negative behaviour, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time.*** In the event of bullying behaviour on the yard, the school will follow the procedures outlined in our Anti-Bullying Policy and the consequences of very serious/ongoing incidents of serious behaviour as outlined in the Code of Behaviour will apply.

### Accident and Injury Procedures

- If a child is injured on the yard, a teacher and/or SNA will attend to the child and comfort them and bring them inside to the designated sick area if necessary. The supervising teacher/SNA will inform the class teacher of what has happened. If it is necessary to contact parents/guardians, one of the adults will ask the secretary to ring home and inform the parents. The child will stay in their classroom in the care of the class teacher until the parent/guardian arrives to collect them.
- If a child has a serious injury, the child will not return to the classroom will be minded by a staff member(s)
- If a child has a cut or graze, the teacher may help the child to clean the wound with clean water and some tissue paper. The child may be asked to go into the bathroom to check whether they are bleeding underneath their tights or trousers and to inform the teacher in the sick room if they are. They may also be asked if they have any pain or discomfort.
- In the event of a child having a minor injury that merits informing the parents, the class teacher will either write a note in the child's journal, inform the parent/guardian at home time when they are collecting their child or will call the parent after school.
- If a child has a bang to the head resulting in a lump/bump or a child is feeling dizzy or unwell afterwards, the parents will be contacted and informed as to how their child is feeling. Although the secretary will ring the parent/guardian, the parent/guardian may also speak to the child concerned on the phone if they wish. Parents can then decide whether they wish to come to the school to review and/or collect their child.
- In the event of a serious incident or injury on the yard parents/guardians will be contacted immediately. The child will not return to the classroom and will be minded by a staff member(s) until the parents/guardians arrive. If parents/guardians cannot be contacted, the school will organise for the child to be brought to the doctor or will call an ambulance. Parents will be contacted at the earliest opportunity.

### Pupils with Serious Medical Conditions

- Parents are expected to detail essential information that would be needed in the event of an accident/injury/incident on their child's Enrolment form. This information includes, parent/guardian contact numbers, family doctor, allergies (peanuts/bees/sesame seeds) etc.
- Parents must inform the school if their child has a serious medical condition (for example, epilepsy, haemophilia, osteogenesis imperfecta, allergies, heart conditions, physical disability etc.) A care plan will be devised in consultation with the parents and on the advice of the child's

doctor/consultant. This care plan will outline what to do in the event of a medical emergency. The child's medication (e.g. EpiPen/inhaler etc.) will be placed in a plastic bag with the child's name and stored securely in the filing cabinet in the school office. All staff will be made aware of the care plan for the child. A photo of the child with information on what to do in an emergency will be placed in the staff room (a restricted zone) and will also be given to substitute teachers/SNAs.

- All the SNA's and a number of teachers have completed a first aid course that includes first responders, administration of adrenaline and the use of the defibrillator. The defibrillator is stored on the wall on the main school corridor straight up from the front door.

### Recording and Reporting of Incidents on the Yard

- Minor incidents/scratches/grazes/disputes etc. will be attended to at the time but may not be recorded.
- The supervising teacher dealing with any serious incidents or accidents on yard will inform the class teacher of what happened. The class teacher will write a note in the child's journal, inform the parent at home time when the child is collected or call the parent/guardian after school if he/she feels the parent/guardian needs to be informed of the injury or incident.
- Serious incidents of misbehaviour on the yard, allegations of bullying, serious accidents (generally where a child may have a head injury/suspected broken bone/torn ligaments/allergic reaction etc. and parents need to be called to the school) will be recorded on the School Incident and Accident Reporting Form (Appendix 2). The teacher who was supervising the yard area where the incident/accident occurred and who was attending to the child will write the report and inform the class teacher. The class teacher should then store this report in the child's file in the relevant filing cabinet in the store room.
- The class teacher will also inform the Principal when serious incidents or accidents have occurred and inform the Principal that an Incident/Accident report was placed in the child's file. The Principal will report this to the Board of Management and to Allianz Insurance Company as appropriate.

### Operation of the 'Designated Sick Bay'

As we have no nursing or medical facilities, parents/guardians are requested to keep their child at home if they are not feeling well or are recovering from an illness (for example, the flu, a cold, a tummy bug or suspected Covid 19). In the school environment, germs and bacteria spread quickly. Also it is very upsetting for children to be in school when they are sick and feeling miserable. If your child is not well enough to play in the fresh air at break times it is best that he/she recover at home. The Board of Management request that parents do not send in a note asking that a child stay in the 'sick room' at break times unless it is absolutely essential for the well-being and welfare of the child.

**The 'designated sick bay' is generally reserved for pupils who are feeling well but have a broken/injured leg or arm and have a cast or a boot for a number of weeks.** However, we are willing to facilitate parents where a child is well enough to come to school but needs to stay indoors for a period due to a medical condition and has a doctor's note. Please inform the Principal if your child has a medical condition and needs to stay in the 'designated sick bay' for a day(s)/week(s).

If a child on yard urgently needs to use the bathroom an S.NA or a teacher will escort the child into his/her own door of their classroom and will wait to escort the child back to the yard. In addition, children who have fallen on the yard, had a bang from a ball or were involved in a minor incident on the yard will be escorted by a teacher/SNA to the 'designated sick bay' where the teacher/S.N.A on duty will attend to them.



### Procedures for wet/cold days:

- Children stay in their classrooms on wet break times. Children must remain in their seat but are allowed to chat, play games, engage in mindful colouring, read or chat with their pod.
- Classroom doors remain open during break times and the supervising teacher visits all the classes in their area of supervision in rotation. SNAs remain with the class(es) they are mainly assigned to.
- If a pupil needs to visit a bathroom that is outside their classroom they should seek permission from the supervisory teacher/SNA before leaving the room.
- All classrooms have paper and colouring pens/markers and 'wet day' games such as Ludo, Snakes and Ladders, playing cards, Frustration, Chess and Draughts. Senior classrooms have a set of chess boards and can play chess during break times.
- As mentioned above, Scoil Naomh Iosaf operates a buddy system whereby sixth class pupils (who wish to volunteer) help the younger children to play games etc. On wet break times, two sixth class pupils will hand out games/paper/markers etc. and will inform the supervisory teacher if a child needs to go to the bathroom or has an issue. Sixth class pupils do not have a role in the supervision of younger pupils. The adults on yard duty monitor and supervise all pupils from junior infants to sixth.

#The above buddy system is put on hold at the moment due to the Covid 19 restrictions.

- When break is over, the supervising teachers will ask pupils to put away classroom games etc. so they are ready for learning.
- After break, the class teacher will encourage the children to engage in a physical activity such as a dance, movement game or 'go noodle' or may bring them to the PE hall for a physical activity break.
- As part of the Gaelbhreach two senior pupils may play games 'as Gaeilge' with the younger classes under the direction of the supervisory teacher.

#The above has been put on hold for the moment due to the ongoing Covid 19 restrictions.

### Supervision at Morning Assembly Time and in the Afternoon at Home Time.

- School opens at 8.50am and closes at 1.30pm for junior and senior infants and at 2.30pm for first to sixth classes. For the school year of 2020/2021 a staggered entry/exit time is in operation and supervision is provided by the Principal/Deputy Principal and S.E.T Team/S.N.As.
- Pupils attending RÉALTA are brought by bus or by their parents to the RÉALTA entrance, side entrance or the Main entrance where they are collected by the RÉALTA staff. Likewise, the pupils are brought by the staff to their parents/guardians or to the bus at home time.
- For safety reasons and the welfare of the children, the front door will be closed by 9.00am and the access doors to the corridors closed also. After this time, parents/pupils must ring the bell to gain access to the school.
- Teachers will be in the classroom to welcome and supervise pupils from 8.40am. Pupils are supervised as they walk into the school, in the corridors and in their classrooms each morning from 8.40 - 9.00 by the Principal and/or Deputy Principal, Assistant Principal and/or Post Holder and SNAs.
- Pupils line up at home time and are brought to the front door by their class teacher as per line-up rota during Covid 19 Pandemic.
- All parents should ensure that they or the designated person(s) collecting their child are waiting at home time to collect their child. Please ensure that your child's teacher knows who will collect your child each day. To ensure that the children are met by their escort person, junior and senior infant children are handed over by the teachers at the school gate.
- At the end of the school day (2:20 – 2:30pm) pupils from first to sixth class walk out the front door, down the steps and out the front gate. Parents waiting to collect their child/ren are

requested to stand outside the school gates. During the Covid-19 Pandemic, parents are requested to wear face masks when dropping/collecting pupils and to maintain a 2m social distance as much as possible. Parents are asked to avoid congregating in groups at the gate.

- All pupils should leave the school grounds via the school gate or stiles at the front of the building.
- Scoil Naomh Iosaf has a traffic warden to supervise children crossing the road at the school gate. Parents who do not collect their children from school should remind their child/ren to walk home directly from school and cross with the traffic warden if they need to cross the road. The Board of Management is not responsible for children who refuse to cross the road with the Traffic Warden. If the Traffic Warden reports that a child refuses to cross at the school, the Principal will phone the parents/guardians to inform them of this. It is each parent's responsibility to ensure that their child crosses with the traffic warden at the school gate if they are crossing the road.
- Please note that **children under 18** may not collect pupils from Scoil Naomh Iósaf except in exceptional circumstances and with the prior approval of the Principal.
- Parents/guardians/designated child minders who collect pupils prior to the official closing time **must sign the sign out book inside the main door**. Please note that the secretary is on lunch from 1.05 – 1.35.
- Class teachers and/or a supervisory teacher stay at the front door at home time and supervise the pupils leaving until all their class are collected. If a child is not collected, the class teacher will ask the secretary to ring the parent/guardian/designated child minder and will supervise the child in the front hall.

### Detention

- Supervised detention is included in Scoil Naomh Iósaf Code of Behaviour as a consequence for very serious/ongoing incidents of misbehaviour. Parents will be informed that their child has been/will be on detention and the reason why either by a note in the homework journal or a phone call home.
- Detention is undertaken in the 'designated sick bay' and is supervised. During detention time, pupils will have an assignment to complete and talking is not permitted.

### After School Clubs/Childcare

A number of pupils from Scoil Naomh Iósaf attend Kids Aloud Homework Club after school each day, Little Feet or other Childcare Facilities. Children waiting to go to After School Childcare Facilities must line up with the relevant Supervisor inside the school gate. Supervisors from Kids Aloud/Little Feet/Sonasamh etc. supervise the pupils while they wait and escort them across the road or to their facility.

### In-School Activities (Music Generation; Zumba; GAA etc.)

*\*The above activities are on hold due to Covid 19 restrictions*

Class teachers have a duty of care to their pupils for the time the pupils are in school. Accordingly, teachers will continue to supervise the pupils in their class while the pupils are engaged in school related activities. As all tutors working with the children in Scoil Naomh Iósaf are Garda Vetted and have signed to indicate they have read and understand the Child Protection Policy, the tutors can supervise the pupils for short periods of time under the direction of the class teacher.



## **School Related Activities (Swimming; School Tours; Visits to the Library/Park etc.)**

*\*The above will be kept under constant review in line with Covid 19 updates*

The Board of Management is satisfied that pupils in Scoil Naomh Íosaf are adequately supervised for all school related activities. The level of supervision depends on the activity the pupils are engaged in, the age of the pupils and the destination to which the children are travelling. In general, a pupil/staff ratio of 10/12 to one is in place for junior infants to first class pupils and 15/16 to one for second to sixth class pupils. This ratio may be reduced if pupils with additional needs are included on the activity or trip.

Prior to embarking on an activity/trip away from the school, the teacher will use a class list to call the roll. Pupils are counted on the bus or prior to leaving the school, and again when they finish the activity and prepare to return to the bus/school.

All teachers have access to parent/guardian contact details for their class via the Aladdin administrative system in the event of an emergency.

## **Pupils Remaining Behind After School for Extra Curricular Activities**

*\*The above Activities are on hold in line with Covid 19 updates*

A number of school related extra-curricular activities are offered throughout the course of the year after school (generally from 2.30pm to 3.30pm). These include, Basketball, School Band, Drama, Choir and GAA. The teacher(s) organising the activity supervise the children. The children are required to come straight from their classroom at home time to the PE Hall/classroom where the activity is happening. When the activity is finished, the teacher(s) will bring the pupils to either the front door or the side door where they are collected by their parents/guardians/designated child minder. If a child is not collected, the teacher will call the parent/guardian and will supervise the child in the school until they are collected.

Spanish classes and Traditional Irish music lessons are provided in the school by external tutors. The tutors are Garda vetted and are teachers from either Scoil Naomh Íosaf or neighbouring schools. The tutor will supervise the children from when they attend the class until they are collected by their parents when the activity is finished. Parents are responsible for bringing and supervising their children coming to and from the school for their activity.

Children of staff members, waiting for their parent to organise their classroom etc. should remain in the classroom under the supervision of their parent. If children are playing in the hall, they should be supervised by their parent during this time.

## **Success Criteria**

- Happy and caring school atmosphere where children feel safe and secure.
- Positive comments from parents and visitors in relation to the behaviour of our pupils.
- Observations made by the school community: pupils lined up nicely, walking on the right hand side of corridors, walking quietly, socialising in their classrooms etc.
- Observations of behaviour in the class, yard, toilets and corridors.
- A limited number of incidents of misbehaviour and bullying.

## **Implementing the Supervision Policy**

This policy represents current practice and procedures in Scoil Naomh Íosaf and is being currently implemented in the school.

A copy of the Supervision Policy will be issued to all parents who are welcome to offer suggestions and comments by emailing [secretary@snibaltinglass.ie](mailto:secretary@snibaltinglass.ie)

The Parent Association will also be offered an opportunity to discuss the policy in March 2020.

**Timetable for Review:** Review at end of 2021 school year and every two years thereafter.

**Ratification and Communication:**

The Board of Management is satisfied that pupils in Scoil Naomh Iósaf are adequately supervised in school, on the yard, and for all school related activities and tours. The level of supervision depends on the activity the pupils are engaged in, the age of the pupils and activities the children are engaged in.

Activity	Signed	Date
Policy reviewed and updated by the ISM in consultation with the staff of SNI.	N/A	February/March 2020
Discussed by the Board of Management	Catherine Burke (Chairperson) _____ Mairead Hennessy (Principal)	April 2020
Discussed by all Staff	Principal:	April 2020
Circulated to all Parents/Guardians by Email. (Hard copy available on request from the office).		April 2020
Discussed by Parent Association	Orlaith Murphy _____ (Chairperson)	April 2020
Published on School Website.	Principal:	April 29 <sup>th</sup> 2020
Discussed with all classes.		Every September and as appropriate throughout the school year.
Ratified by the Board of Management	See below	April 27 <sup>th</sup> 2020

Final draft approved and ratified by the Board of Management on April 27<sup>th</sup> 2020 and signed by the Chairperson, Ms. Catherine Burke and the Principal, Mairead Hennessy.

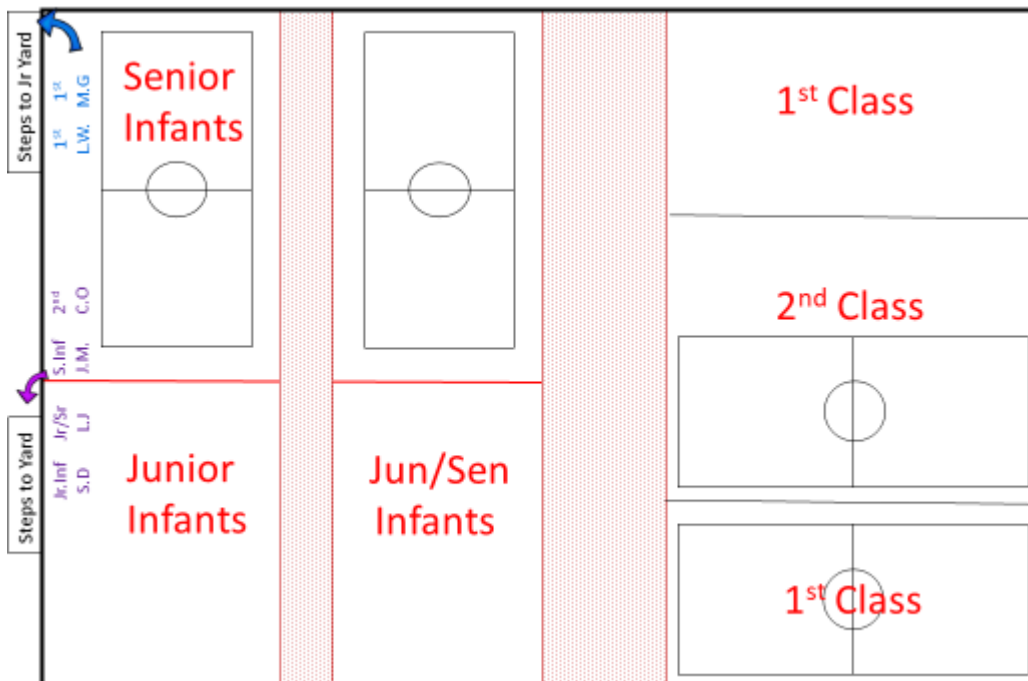
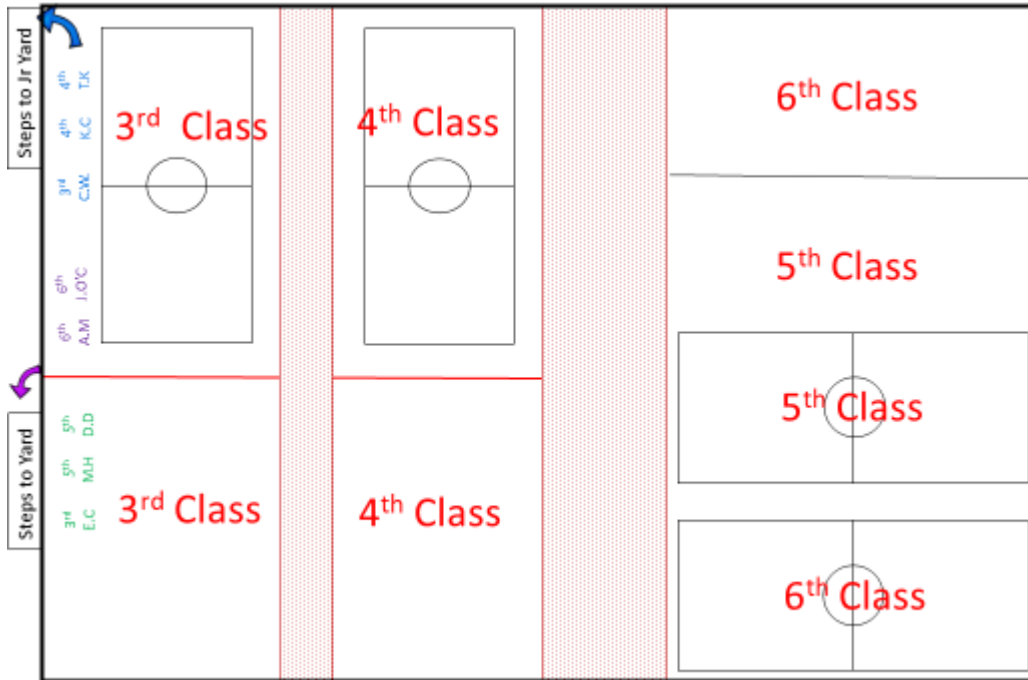
**Signed:** *Catherine Burke*      **Date:** April 27<sup>th</sup> 2020

Catherine Burke (Chairperson: BOM)

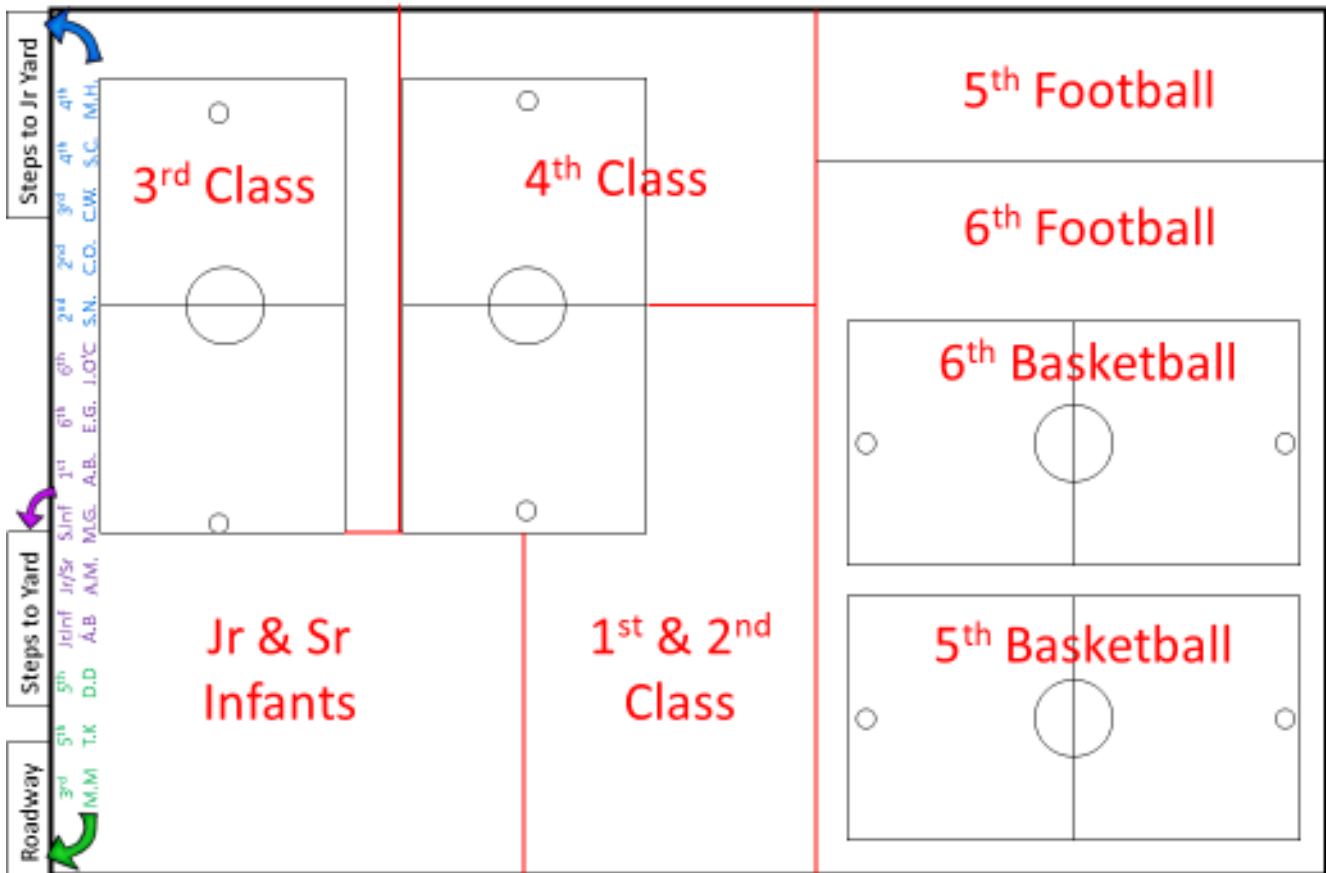
**Signed:** *Mairead Hennessy*      **Date:** April 27<sup>th</sup> 2020

Dr. Mairead Hennessy (Principal)

**Appendix 1: Yard Map showing yard zones and line up areas for each class 2020/2021**



**Appendix 2: Yard Map showing yard zones and line up areas for each class 2019/2020 when all classes are on the yard.**



## Appendix 2

### **Scoil Naomh Iósaf** SCHOOL ACCIDENT / INCIDENT REPORT FORM

The following particulars of all accidents must immediately be recorded and issued to School Principal and a copy placed in the child's file in the office store room.

1. Name and address of pupils involved: \_\_\_\_\_  
\_\_\_\_\_ Class \_\_\_\_\_
  2. Exact location where accident/incident occurred:  
\_\_\_\_\_  
\_\_\_\_\_
  3. Date, Time and Year of accident: \_\_\_\_\_
  4. State cause(s) of accident if known: \_\_\_\_\_  
\_\_\_\_\_
  5. Supervising Teacher/SNA: \_\_\_\_\_  
\_\_\_\_\_
  6. Give detailed account of accident: stating as fully as possible the nature, cause and result:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  7. Who witnessed the accident/incident?  
\_\_\_\_\_
  8. Assistance given to pupil: \_\_\_\_\_  
\_\_\_\_\_
  9. Did the pupil involved cease class/work as a result of accident: \_\_\_\_\_  
General observation of child (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  10. Did the pupil require medical treatment? Yes \_\_\_\_ No \_\_\_\_  
If Yes, state the nature of medical treatment \_\_\_\_\_
  11. Did the injury prevent the pupil from attending school? Yes \_\_\_\_ No \_\_\_\_  
If Yes, state the period of absence: From: \_\_\_\_\_ To: \_\_\_\_\_
  14. Were the parents/guardians informed by of the accident: (give details)  
\_\_\_\_\_  
\_\_\_\_\_
- Signed: \_\_\_\_\_ Date \_\_\_\_\_