



Critical Incident Policy

St Patrick's National School, Ballinamuck

St.Patrick's National School aims to protect the wellbeing of its students and staff by providing a safe and nurturing environment at all times. In St. Patrick's there is a genuine attempt on the part of all to create a school community of equality, fairness and care. The school has taken a number of measures to create a coping, supportive and caring ethos in the school. The school has also formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of both staff and pupils during the normal course of the school day and in the event of a critical incident.

Such policies would include:

- Health and Safety
- Administration of Medicine
- Anti-Bullying
- Code of Behaviour
- S.P.H.E.

Definition of a Critical Incident:

St. Patrick's recognises a critical incident to be "an incident or sequence of events that overwhelms the normal coping mechanisms of the school, and disrupts the normal running of the school"

Critical incidents may involve pupils, staff or visitors.

Examples of a critical incident might be:

- Death of a member of the school community, through sudden death, accident or terminal illness.
- A serious accident, event or tragedy in the school community.
- Serious damage to the school through fire, flooding, vandalism etc.
- A physical attack on a staff member or pupil.
- Intrusion into the school.

Aim of Plan:

The aim of the Critical Incident Plan is that in the event of such an accident or incident as outlined above, the plan will help staff and management to react quickly and effectively and to maintain control of the situation. The plan will also help the school to return to normality as soon as possible and limit the effects of the incident on staff and pupils.

Critical Incident Management Team

St Patrick's NS has set up a critical incident management team consisting of the following personnel.

The Principal

The Deputy Principal

The School Secretary

The School Chaplain

The critical incident management Team may co-op other members of staff to assist them, should they deem it necessary.

The principal will act as team leader or in her absence the deputy Principal.

Role of Team Leader

- The Team Leader alerts team members to the crisis and convenes a meeting of the team.
- Co - ordinates/ delegates tasks of the other team members
- Liaises with the BOM and the Department of Education and Science
- In case of bereavement, liaises with the bereaved family

Other areas of responsibility, which may be delegated by team leader to other members of the team would include:

1. Assess the type of injury
2. Contact the appropriate medical services for assistance
3. Make sure a list of relevant phone numbers is held in the most accessible point for ease of access in case of emergency
4. Make sure the contact details of staff, parents, guardians are available and easily accessible
5. Keep a written record of the accident in the relevant report form/s recording the necessary details as outlined on the form/s e.g. circumstances, activity being undertaken at the time, cause, equipment being used and service record if accident is related to use of equipment, injuries sustained, witnesses, place, time, witnesses and contact details, the injured party name, address, age, nature of injury, first aid/treatment received and from whom etc., emergency services contacted and involved at the scene, name of person notifying accident time and date etc.
6. Take photograph of the location/equipment
7. Notify insurer
8. Notify Chairperson and BOM
9. Notify Health and Safety Authority (HSA) if appropriate e.g. circumstances in which employees, (student's injury related to a work related activity) necessitates absence from work for more than 3 calendar days including (Saturdays and Sundays) but excluding the day of accident: circumstances of injury, which does not occur while a person is at work but is related to a work place activity, which requires treatment by a registered medical practitioner. If accident involves equipment remove that from service and preserve for inspection.
10. Consider action to prevent a recurrence
11. Contact/report to relevant relative, parent, guardian as appropriate

12. Keep such records for a period of ten years.

Record Keeping

All team members will keep written records of phone calls, letters, meetings and interventions etc.

Confidentiality:

The school is conscious of its responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of any public statements.

Guidelines for Administration of Medicines is covered in that policy with helpful instructions to aid recovery

Instruction from parents whose child has a serious condition will be sought and also staff informed. Lists of emergency numbers are on display in the hall and each teacher will have a list of parent contact numbers in their classroom.

Priors to student's return

Talk to student's class about incident

What was helpful/ unhelpful

Aim to help class to be supportive, talk to injured / bereaved child's friends to help them copy and explore how to be supportive.

Friends may be uncomfortable and awkward in their attempts

To be supportive or make contact especially if friends or class have not experienced a death or serious injury in their family

Anticipate questions/concerns

Normalise concerns/feelings

Back up professional support if anticipated

Return to school

Gradually return e.g. half day Thursday/Friday or return on Friday and have weekend off.

Speak to the student on the day of return and offer support, acknowledge return may be difficult, especially if death was sudden/traumatic.

Follow up on the progress of the student

CONTENTS OF CRITICAL INCIDENT FOLDER

Lists of contact numbers

- Up to date list of contact numbers for pupils, parents/guardians, staff
- Emergency support services, displayed in staff rooms & offices. Secretary is responsible for regularly updating these lists
- Up to date medical information on pupils with illness, allergies, epilepsy, diabetes etc.

Emergency information for school trips

- List of all pupils/staff involved and teacher in charge
- List of mobile phone numbers for accompanying teacher/s
- Up to date medical information on pupils with illness, allergies, epilepsy, diabetes etc.

PROCEDURES TO BE FOLLOWED IN THE EVENT OF CRITICAL INCIDENTS

SHORT-TERM ACTIONS (1st Day)

1. Gather the facts – Who, What, When, Where
2. Contact appropriate agencies – emergency services, medical services, health board, NEPS, BOM, DES/School Inspector
3. Convene the Critical Incident Management Team – agree written statement of facts, delegate responsibilities, prepare what to say at staff meeting, prepare of what to say to students, prepare letter for parents
4. Organise for supervision of pupils
5. Inform Staff - Hold staff meeting of all staff

Staff Meeting Agenda:

- ☞ Agree on statement of facts
- ☞ Identify high risk students/staff
- ☞ Organise/advise on roles & responsibilities
- ☞ Organise timetable for the day - maintain normal routine as far as possible

6. Inform parents/guardians sensitively a.s.a.p. Give relevant factual information
7. Set room aside for distressed students to meet their parents, provide support to parents on arriving on their own, give telephone number for enquiries
8. The parents of children not directly involved should be informed that their child may be upset. Send letter outlining the facts briefly (maybe not names at this stage)
9. Inform students – Considering given to age, messenger (adult known to children)
10. Make contact with the bereaved family
11. Organise support
12. Respond to the media – prepare written statement of facts of incident, what has been done, what is going to be done, positive information or comments about deceased person.
13. Organise a re-union of students & parents if necessary- provide private room, offer help with transport

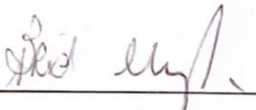
MEDIUM TERM ACTIONS (24-72 Hours)

- Review the events of first 24 hours
- Arrange support for individual students, groups and parents if necessary
- Plan for the reintegration of students and staff
- Plan visits to the injured
- Liaise with family regarding funeral arrangements
- Decide about attendance and participation at funeral service
- School Closure – Request decision from BOM and school inspector

LONGER TERM ACTIONS

- Monitor students for signs of continuing distress
- Evaluate response to incident and amend the Critical Incident management Plan appropriately
- Formalise the Critical Incident Plan for the future
- Inform new staff/new school pupils
- Decide on appropriate ways to deal with anniversaries

Signature Chairperson



Reviewed and adopted by the Board of Management



7/12/21

**Critical Incident
Management Plan
St Patricks NS
Ballinamuck**

Management Team

School Principal	Damien McIntyre
School Deputy Principal	Marie Kenny
School Secretary	Mary O'Reilly
School Chaplain	Fr. Hogan

The Critical Incident Management Team may co-opt other members of staff to assist them, should they deem it necessary.

Emergency Contact Numbers

Gardai	043 6676660
Ambulance	999/ 112
Hospital	Cavan 049 4376000 Mullingar 044 9340221
Fire Brigade	999 / 112
D.E.S Athlone	090 6483600
NEPS Psychologist	Mary Rooney 0877906736
Doctor	Dr Breslin 043 3324452

Support and additional material

SUPPORT AND INFORMATION RESOURCES

H.S.E. SERVICES:

Adult Counselling Service	057 93 27141
	1800 234 113
Adult Homelessness (Liaison Nurse)	086 0660161
Child & Adolescent Psychiatric Services	044 93 40221
Child and Family Resource Centre Mullingar	044 93 44877
Community Alcohol & Drug Service: Athlone	090 64 91305
	Mullingar 044 93 41630
Community Mental Health Centre Longford	043 33 46922
	043 33 46903
Community Psychology Services	043 33 50170
Health Centre, Longford	043 33 50100
Health Promotion	057 93 57800
Midlands Crisis Pregnancy Counselling	1800 200 857
Midland Regional Hospital, Mullingar	044 93 40221
MidDoc Out of Hours GP Service	1850 302 702
Public Health Nursing, Longford	043 33 40511
Psychiatry Dept., St. Loman's Hospital	044 93 40191
St. Joseph's Hospital, Longford	043 33 46211
Social Work Services	043 33 50584
Suicide Prevention Resource Service	057 93 57807
	086 815 7320

LOCAL ORGANISATIONS:

ACCORD Longford	043 33 47222
Acorn Community Development Project	043 33 47944
Ana Liffey Drug Project: Midlands	
Freephone 1800 786 828 Mullingar	044 93 35594

Barnardos Family Support Services:

Regional Office Athlone	090 64 33690
National Callsave	1850 222 300
Carer's Association: National Careline	1800 240 724
Citizens Information Centre: Longford	076 1075 890
Community Mothers Longford	043 33 48754

Domestic Violence Support Services:

National Helpline:	1800 444 924
Bethany House, Longford	043 33 48136
Longford Women's Link	043 33 41511
Temporary Emergency Accommodation Mullingar	044 93 48428
Family Resource Centres: Ballymahon	090 64 32691
	Granard 043 66 60977

Gardaí: Longford

Ballymahon	043 33 50570
Edgeworthstown	090 64 32303
Regional Office	043 66 71002
Information Line	057 93 51124
Longford Youth Services	1890 474 474
L.E.A.P. Youth Project	043 33 40907
Low Cost Counselling Service:	

Aspen Mullingar	044 93 36027
Midlands	087 684 7088
Mental Health Ireland: Regional Office	086 835 3387
National Office	01 284 1166

Merchants Quay Ireland:

Midlands Project	090 64 1709;
Outreach Team	087 951298;
Midlands Simon Community:	
Regional Office	090 64 4464
Emergency Accommodation	090 64 5028;
Money Advice & Budgeting Service	0761 07 2621
M.A.B.S. Helpline	0761 07 2001

Shine: Regional Office	Email: helpline@mabs.ie	057 93 2311
Information Line		1890 621 63
St. Martha's Men's Hostel, Longford		043 33 4806;
St. Vincent De Paul, Longford		043 33 4208

NATIONAL ORGANISATIONS:

1 Life Suicide Helpline	1800 247 101
	Text: 'Help' to 5144
Al Anon / Alateen	01 873269;
AMEN (Violence Against Men)	046 902 3711
Aware: Helpline	1890 303 30;
Email Support	wecanhelp@aware.ie
BeLonG To (Gay, Lesbian, Bisexual & Transgendered)	01 670 622;
	www.belongto.org
Bodywhys (Eating Disorders Association)	01 283 496;
	1890 200 44
CARI (Child Sexual Abuse Counselling):	
Helpline	1890 924 56

Connect Adult Abuse Counselling Service	1800 477 477
Childline	1800 666 666
Cura (Crisis Pregnancy)	1850 622 626
Domestic Violence: National Helpline	1800 444 944
Farm and Rural Stress Helpline	1800 742 645
Garda Confidential Line	1800 666 111
Gay Switchboard	01 872 1055
LGBT Helpline	1890 929 539
HSE Information Helpline	1850 241 850
MOVE (Men Overcoming Violence)	090 647 2174
Missing Persons Helpline	1890 442 552
National Cancer Helpline	1890 200 700
National Office for Victims of Abuse	1800 252 524
Parentline	1890 927 277
One Parent Families Support Helpline	1890 662 212
Pieta House (Prevention of Suicide & Self Harm):	
Dublin Centres	01 601 0000
Limerick Centre	061 484 444
Senior Helpline	1850 440 444
Samaritans	1850 60 9090
	Text: 087 260 9090
	Email: jo@samaritans.org
Rape Crisis Helpline	1800 323 232
	1800 778 888
Teenline Ireland Helpline	1800 833 634
Treoir (Unmarried Parents Support)	1890 252 084
Women's Aid National Helpline	1800 341 900


BEREAVEMENT SUPPORT:

Anam Cara Parental & Sibling Bereavement Support	01 4045378
Barnardos Child Bereavement Support	01 4732110
Bethany Pastoral & Bereavement Support	087 6309 808
Bethany St. Camillus Bereavement Support	044 93 74196
Console National Helpline	1800 201 890
Family Ministry Longford	043 33 46827
LARCC Bereavement Support Group:	
Mullingar	044 93 71971
Callsave	1850 719 719
Midlands Living Links	086 1600641
(Suicide Bereavement Support Service)	
Rainbows Child Bereavement Support	
	www.rainbowsireland.com

Suicide Prevention Resource Service
Tel: 057 9357807




Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



HELP & SUPPORT

Only a Phone Call Away

LONGFORD



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

KEYROLES ASSIGNED BY TEAM LEADER

NAME OF TEAM MEMBER	TASK
SCHOOL PRINCIPAL Damien McIntyre (DLP)/ Deputy Principal Marie Kenny (DDLDP)	Establish the facts. Alert Team members Convene meeting (same message to go to all staff) Coordinates task for team members Communication at staff meetings Communicates with BOM/DES/NEPS Records of communications kept & stored Contact with the bereaved/affected family Designated room for Media/Press release No student interview
DEPUTY PRINCIPAL Marie Kenny	Ready to go information pack for parents to include; FAQs' Children Understanding & Reaction to grief Range of Normal Reactions to a Critical Incident List of support contacts
SECRETARY Mary O'Reilly	Administrative Tasks Up to date list of contact numbers Emergency information for trips Room made available to debrief parents Dealing with normal school business
CHAPLIN Fr. Hogan	To be contacted as part of BOM and to help in his own capacity as part of his job description

SAMPLE LETTER TO PARENTS/GUARDIANS

Dear Parent/Guardian

The school has experienced (the sudden death/injury) to one of our students/staff.

We are deeply saddened by this death/injury.

(Brief details of the incident, and in the case of death perhaps some positive remembrances of persons lost)

We have support structures in place to help your child cope with this tragedy/injury. *(Elaborate)*

It is possible that your child may have some feelings that they may like to discuss with you. You can help your child by taking some time to listen to him/her and encourage him/her to express their feelings. It is important to give truthful information that is appropriate to their age.

If you would like any advice or support you may contact the following people at school *(Details)*

Principal

Sample letter requesting consent for Involvement of Outside Professionals

Dear Parent/Guardians

Following the recent (tragedy/death of X) we have arranged specialist support for students in the school who need particular health. (X) is available to help us with this work. The support will usually consist of talking to pupils either in small groups or on a one to one basis, and offering reassurance and advice as appropriate.

Your child has been identified as one of the pupils who would benefit from meeting with (X) If you would like your child to receive this support, please sign the attached permission slip and return it to the school by _____

If you would like further information on the above or if you would like to talk to the psychologist, please indicate this on the slip, or contact the school (043 3324063)

Principal

I / We consent to have our child meet with _____

I understand that my child may meet (X) in an individual or group session, depending on the arrangements that are thought most appropriate

Name of Student _____

Class _____

Date of Birth _____

Signed _____