

## **Critical Incident Policy**

### **St. Michael's National School**

#### **Introduction**

In St. Michael's we aim to protect the well being of our pupils and staff by providing a safe, tolerant and caring environment.

The BOM through the Principal, the Staff and the Parents Association has drawn up a critical incident management plan. They have established a Critical Incident Management Team to steer the development and implementation of the plan.

#### **What is a Critical Incident?**

A critical incident is any incident or sequence of events which overwhelms the normal coping mechanism of the school and disrupts the running of the school.

#### **Examples**

- Death, major illness/outbreak of disease
- Criminal incidents
- Major accidents, serious injury
- Suicide
- Civil unrest, war
- Fire, natural and technological disaster
- Disappearance of student from home or school
- Unauthorised removal of student from school or home
- World events that may affect the student body and/or staff. May be a need for provision of discussion and involvement in ceremonies.

#### **Critical Incidents Management Team**

Leadership Role: Ms. Annemarie O'Donovan and Ms. Gillian Mythen

Communication Role: Ms. Annemarie O'Donovan and Mr. Bertie Smith

Student Liaison Role: Ms. Annemarie O'Donovan and Ms. Gillian Mythen

Chaplaincy Role: Reverend Adrian Wilkinson and Rev David Bowles

Family Liaison Role: Ms. Annemarie O'Donovan and Ms. Gillian Mythen

Parents Association Rep: Mr. Jim O Mahony and Ms. Clare Gavin

B.O.M. Reps: Mr Bertie Smith and Dr. Richard Scriven.

The first-named person has the responsibility as defined.

The second-named person assists and only assumes responsibility on the absence of the first-named.

## **Roles and Responsibilities**

### **1. Leadership Role**

- Confirm the event
- Activate the Critical Incident response team
- Liaise with the Gardaí/Emergency services
- Lead briefing meetings for staff on the facts as known, give staff members an opportunity to express their feelings and ask questions, outlines the routine for the day
- Express sympathy to family
- Clarify facts surrounding event
- Make contact with other relevant agencies
- Decide how news will be communicated to different groups (staff, pupils and outside school)

### **Follow Up :**

- Ensure provision of ongoing support to staff and students
- Facilitate any appropriate memorial events
- Review Plan

### **2. Communication Role**

- With team, prepare a public statement
- Organise a designated room to address media promptly
- Ensure telephone lines are free for outgoing and important incoming calls

- Designate mobile numbers for contact
- Liaise with relevant outside support agencies

### **Follow Up :**

- Review and evaluate effectiveness of communication response

### **3.Student Liaison**

- Advise the staff on the procedure for identification of vulnerable pupils
- Alert staff to vulnerable pupils
- Outline specific services available in the school
- Put in place clear referral procedures
- Address immediate needs for staff
- Provide materials for staff ( from critical incident folder )
- Provide information
- Provide counselling as advised by NEPS

### **Follow Up:**

- Provide ongoing support to vulnerable students
- Monitor class most affected
- Refer as appropriate
- Review and evaluate plan

### **4. Chaplaincy Role :**

- Visit home(s), if appropriate
- Assist with prayer service
- Make contact with other local clergy
- Be available as personal and spiritual support staff

### **Follow Up :**

- Provide follow-up support to families in conjunction with Home School Community Liaison
- Work in partnership with Critical Incident team
- Review and Evaluate Plan

### **5. Family Liaison Role :**

- Co-ordinate contact with families (following first contact by Principal)
- Consult with family around involvement of school in e.g. funeral service
- Assist with all communication dealing with parents of any student affected by critical incident

### **Follow Up :**

- Provide ongoing support to families affected by the incident
- Involve as appropriate the family in school liturgies/memorial services
- Offer to link family with community support groups
- Review and evaluate plan

### **Action Plan**

#### **Short- term Actions Day 1**

- Immediate contact with family/families
- Consult with the family regarding appropriate support from the school, e.g. funeral service
- Ensure that a quiet place can be made for students/staff

#### **Media Briefing (if appropriate)**

- Designate a spokesperson ( leader (
- Gather accurate information
- Prepare a brief statement
- Protect the family's privacy

- It is important to obtain accurate information about the incident

1. What happened, where and when?
2. What is the extent of the injuries?
3. How many were involved and what are their names?
4. Is there a risk of further injury?
5. What agencies have being contacted already?

#### Contact appropriate agencies

1. Emergency services
2. Medical services
3. H.S.E. Psychology Departments/Community Care services
4. NEPS
5. B.O.M
6. DES/School Inspector

- Convene a meeting with Key Staff/Critical Management Team
- Organise a staff meeting, if appropriate
- Ensure any absent staff members are kept informed
- Organise timetable/routine for the day. ( Adhering to normal school routine is important, if this is possible)
- Class teachers to take note of any absentees who might need to be contacted, list of friends etc. Or any other relevant information. This is to be given to the student liaison person
- Arrange supervision of students
- Liaise with the family regarding funeral arrangements/memorial service
- The Chaplain/Principal will liaise with the family, to extend sympathy and clarify the family`s wishes regarding the school`s involvement in funeral/memorial service

- Arrange a home visit by two staff representatives within 24 hours, if appropriate
- Have regard for different religious traditions and faiths

### **Medium Term Actions (24-72 hours)**

- Preparation of students/staff attending funeral
- Involvement of students/staff in liturgy if agreed by bereaved family
- Facilitation of students/staff responses, e.g. Sympathy cards, flowers, book of condolences, etc.
- Ritual within school
- Review the events of the first twenty four hours.
- Reconvene Key Staff/Critical Incident Team
- Decide arrangements for support meetings for parents/students/staff
- Decide on mechanism for feedback from teachers on vulnerable students
- Have review of Critical Incident Management Team meeting
- Establish contact with absent staff and pupils
- Arrange support for individual student, groups of students, and parents, if necessary
- Hold support/information meeting for parent/students, if necessary, in order to clarify what has happened
- Give any teacher who feels uncomfortable with involvement in support meetings the choice of opting out
- Arrange, in consultation, with outside agencies, individual or group debriefings or support meetings with parental permission
- Plan for the re-integration of students and staff e.g. absentees, injured, siblings, close relative etc.
- Student Liaison person to liaise with above on their return to school
- Plan visits to injured
- Family Liaison person, class teacher and Principal to visit home/hospital
- Attendance and participation at funeral/memorial service ( to be decided )

- Decide this in accordance with parent's wishes, school management decisions and in consultation with close friends
- School Closure ( if appropriate )
- Request a decision on this from school management

### **Longer Term Actions**

Monitor students for signs of continuing distress.

If for over a long period of time, a student continues to display the following, he/she may need assistance from the Health Board. Constant communication with family is essential.

- Uncharacteristic behaviour
- Deterioration in academic performance
- Physical symptoms e.g. weight loss/gain, lack of attention to appearance, tiredness, restlessness
- Inappropriate emotional reactions
- Increased absenteeism

Evaluate response to incident and amend Critical Incident Management Plan appropriately

- What went well?
- Where were the gaps?
- What was most/least helpful?
- Have all necessary onward referrals to support services been made?
- Is there any unfinished business?

Formalise the Critical Incident Plan for the future

- Consult with NEPS Psychologist
- Inform new staff/new school pupils affected by Critical Incidents where appropriate

- Ensure that new staff are aware of the school policy and procedures in this area
- Ensure they are aware of which pupils were affected in any recent incident and in what way
- When individual pupils or a class of pupils affected by an incident are transferring to a new school, the Principal should brief the Principal of the new school.

Decide on appropriate ways to deal with anniversaries ( be sensitive to special days and events )

- Anniversaries may trigger emotional responses in students/staff and they may need additional support at this time
- Acknowledge the anniversaries with the family
- Need to be sensitive to significant days like birthdays, Christmas, Mother's Day and Father's Day
- Plan a school memorial service
- Care of deceased person's possessions. What are the parent's wishes?
- Update and amend school records

**Contact Details :**

<b>OUTSIDE AGENCY</b>	<b>NAME/ADDRESS</b>	<b>CONTACT NUMBERS</b>
Garda	Mahon	021 4356690
Cork University Hospital	Wilton	021 4546400
Fire Brigade	Anglesea Street	021 4966333
Local GPs.	Dundanion Medical Centre	021 4358031
Employee Assistance Service (Teachers only)	Robert Scott House 6 Patrick's Quay, Cork	1800411057
NEPS	Bessboro, Mahon	021 4536383
Chairperson BOM	Mr. Bertie Smith	
CIM Team	Ms. Annemarie O'Donovan Ms. Gillian Mythen Rev. Adrian Wilkinson Mr. Bertie Smith Mr. Jim O Mahony Ms. Clare Gavin	086 8532626 087 2751063 086 1664805 087 6998326 086 8422027 086 8370040
Clergy	Rev. Adrian Wilkinson Rev. David Bowles	086 1664805 089 2364969
HSE	Blackrock Hall, Mahon, Cork	021 4233101
BOM Members	Ms. Clare Gavin	086 8370040

	Mr. Jim O Mahony Dr. Richard Scriven	086 8422027 086 1972532
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**Agenda for meeting with Critical Incident Management Team**

- Share full details of the event
- Agree on the full facts. These will need to be relayed in a clear, appropriate and consistent manner by all staff to the students ( class groupings are best ).
- Discuss what agencies have been contacted and whether additional ones should be informed.

**Drawn up by the Board of Management of St. Michael's National School**

**on:** \_\_\_\_\_ .

**Review Date:** \_\_\_\_\_ .