

# COLÁISTE POBAIL BHEANNTRAÍ

Principal: Dr. Kevin Healy B.A, H.D.E, M.Ed, Ed.D  
Deputy Principal: Mr. Denis O'Sullivan BSc. (Ed.), H.D.E  
Seskin  
Bantry, Co. Cork.  
EMAIL: [cpbprincipal@eircom.net](mailto:cpbprincipal@eircom.net)  
WEBSITE: [www.colaistepobailbheanntrai.com](http://www.colaistepobailbheanntrai.com)



## Critical Incident Policy

- **Defining a Critical Incident**
- **Critical Incident Team (C.I.T)**
- **Procedure:**
  - Short-term**
  - Medium term**
  - Follow up (72hours)**
- **Emergency contact list**
- **Locations where defibrillators are found**
- **List of staff trained in the use of defibrillators**

## Appendices

1. **Letter to parents (Sample letter requesting consent for involvement of outside professionals)**
2. **Letter to parents (Sample letter informing parents of critical incident)**
3. **Sample Statement for the Media**
4. **Sample statement for breaking news to students**
5. **Prayer Service**

### **Aims:**

We, at *Coláiste Pobail Bheanntaí* aim to protect the well being of its students and staff by providing a safe and nurturing environment at all times.

This policy aims to facilitate the implementation of a plan of action should the school management be notified of a Critical Incident within or affecting the school community.

### **Objectives:**

1. To define a “*Critical Incident*”
2. To identify the members of a schools Critical Incident Team
3. To identify a response to a Critical Incident
4. To designate responsibilities to members of the Critical Incident Team
5. To identify the role of staff in response to a Critical Incident
6. To provide immediate and continuing support to members of the school community affected by the Incident in question.

### **Review:**

We, at *Coláiste Pobail Bheanntaí* view this policy as a living policy, thus it will be reviewed periodically in consultation with all relevant partners after each critical incident.

### **Media:**

When necessary, the Principal or deputed staff member will handle all media queries.

### **Definition of a “Critical Incident”**

A “*Critical Incident*” is any sudden or progressive development that requires immediate attention and decisive action to prevent/ minimise any negative impact on the health and welfare of one or more individuals. It can cause a significant number of people to experience reactions that are beyond the normal emotional range. It can overwhelm the normal coping mechanism of the school community and thus disrupt the running of the school.

Examples of crises affecting schools (this is not an exhaustive list):

- The death of a member of the school community through sudden death, accident, terminal illness or suicide.
- An accident involving pupils or staff on or off the school premises.
- Serious damage to the school e.g. fire, flood, explosion, vandalism etc.
- The disappearance of a member of the school community
- An accident/ tragedy in the wider community that will impact on the school community

### **The role of the Critical Incident Team (C.I.T)**

The Team includes Principal, Deputy Principal, Chaplain, and Guidance Counsellors, other members of staff may also be included depending on the nature of the critical incident.

- 1) Roles and responsibility for tasks are discussed and allocated
- 2) Emergency information and contact numbers are updated and filed.

### **Suspension of classes**

Where it is considered appropriate, school management may suspend classes for students in the event of a critical incident. In such cases, the school building will remain open and the staff will be available to students.

**To identify a response to a Critical Incident**

**SHORT TERM RESPONSE**

<b>TASK</b>	<b>ASSIGNED TO</b>	<b>COMPLETED? Y/N</b>
Gather accurate information (Where? Who? When? What?)		
Contact appropriate agencies e.g. NEPS		
Convene a C.I.T meeting		
Organise student supervision		
Prepare and hold a full staff meeting		
Organise remainder of the day (timetable)		
Inform parents		
Inform students		
Make contact with affected family, if applicable and appropriate		
Deal with media (prepare and agree statement)		
Hold end of day staff briefing		

**MEDIUM TERM RESPONSE (24-72 HOURS)**

<b>TASK</b>	<b>ASSIGNED TO</b>	<b>COMPLETED? Y/N</b>
C.I.T meeting to review events of day 1 and to plan day 2		
Meet whole staff		
Meet external agencies e.g. NEPS if applicable and appropriate		
Arrange support for students, staff, parents		
Plan the re-integration of staff and students		
Visit any injured parties		
Liaise with affected family regarding funeral/ ritual arrangements, if applicable and appropriate		
Agree on attendance and participation at funeral/ ritual		
Make decision about school closure / suspension of classes		

**FOLLOW UP – BEYOND 72 HOURS**

<b>TASK</b>	<b>ASSIGNED TO</b>	<b>COMPLETED? Y/N</b>
Monitor students/ staff for signs of continuing distress		
Liaise with agencies regarding referrals		
Meet whole staff if necessary		
Plan for return of affected students/ staff		
Decide on memorials and anniversaries		
Review response to incident. Update plan if necessary		

**Emergency Services for Coláiste Pobail Bheantraí**

Fire	50076
Hospital	50133
Gardaí	50045
Water (Cork Co. Council)	50058
Electricity	1850372999
Gas (Connie Connolly)	63181 086)3207881
Department of Public Health	021) 4927601
Addiction Counsellor (Robert Field)	021) 4968933
Priest (Fr. Martin Keohane)	<b>027-50096</b> or <b>087-7999886</b>
National Poisons Information Centre (Beaumont)	01) 8379964 01) 8379966
Emergency Services	999
Doctors	
Matt Murphy	50504
Mary Wickham	50504
Tom Dennehy	50892
Denis Cotter	50574
Michael Kingston	50574
Joan Lynch	50574
Aisling Morris	63300
Jeremy Cotter	63300

## Location of AED Devices

### AED = AUTOMATED EXTERNAL DEFIBRILLATOR

#### AED NO 1

High Street, Bantry

#### AED NO 2

Dr Cotter's Clinic, Glengarriff Road, Bantry

#### AED NO 3

St. Column's, Lisheen, Kealkil

#### AED NO 4

Bantry GAA Grounds, Newtown, Bantry

#### AED NO 5

Willie Pa's, Colomane Cross, Bantry

#### AED NO 6

Sailing Club, Abbey Road, Seafield, Bantry

#### AED NO 7

*Coláiste Pobail Bheanntaí*



### **List of staff trained in the use of defibrillators**

- Eileen Hornibrook
- Grace Kelly
- Imelda Mulhall
- Colette Minehane
- Michael Crowley
- James McGann
- Anne McGrath

Note: These members of staff received training in the use of defibrillators. Retraining will continue on an annual basis.

**Appendix 1**

**Letter to Parents**

**(Sample letter requesting consent for involvement of outside professionals)**

Dear Parents,

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

If you would like your son/daughter 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, please indicate this on the slip or telephone the school.

Yours Sincerely,

\_\_\_\_\_

.....

I/ We consent to having our son/ daughter avail of the support provided by the Department of Education and Skills.

I/ We understand that my son/ daughter may avail of the support being offered in an individual of group session depending on the arrangements which are thought to be most appropriate.

Name of student: \_\_\_\_\_

Class/ Year: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I would like my son/ daughter \_\_\_\_\_ to avail of the support being offered..

Signed: \_\_\_\_\_

## **Appendix 2**

### **Letter to parents (Sample letter informing parents of critical incident)**

Dear Parents/ Guardians,

The school has experienced (the sudden death, accidental injury, etc) of (Name of student(s)). We are deeply saddened by the death/ event.

(Brief details of the incident, and in the event of a death, perhaps some positive remembrance of the person lost)

Our thoughts are with (family name).

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

It is possible that your child may have some feelings and questions that he/ she may like to discuss with you. It is important to give factual information that is appropriate to their age.

Although classes will continue as usual, I anticipate that the next few days will be difficult for everyone.

We have enclosed some information which you may find useful in helping your child through this difficult time.

If you would like advice you may contact the Critical Incident Team (Principal, Vice Principal, Chaplain and Guidance Counsellor) at the school. (Details)

Principal's Signature

## **Appendix 3**

### **Sample Statement for the Media**

It is with profound sadness that the Management, staff and students of *Coláiste Pobail Bheanntraí* have learned of the tragic death of \_\_\_\_\_.

Our sincerest sympathy is extended to the family of \_\_\_\_\_.

On hearing the news the Critical Incident Policy was put into immediate operation. The Critical Incident Team (C.I.T) convened a meeting to ensure that students affected by this loss were cared for adequately. Procedures are in place to ensure that all in the school community affected by this loss are given all the help they need to cope at this time.

The school is offering counselling and support for students, parents and staff affected by this tragedy. Prayer services have been held with classes in the school. Students will attend and participate in the funeral service, in conjunction with the wishes of the family.

Our support and prayers are with everyone affected by this tragedy.

## **Appendix 4**

### **Breaking News to Students**

1. The class of the student who has been involved in the accident/ death should be told first with the Chaplain, Counsellor, Year Head and Class teacher present. Only tell the facts as you have them.  
Class teachers of the other classes should inform them, again only with the facts.
2. Acknowledge to the class the news is upsetting and that they may feel shock, anger or be traumatised. Acknowledge their feelings and allow them to share their feelings amongst one another.
3. Be attentive to identify those who are not coping well.
4. Identify who else is available to support them especially the names of the C.I.T and where they will be located.
5. Allow students to talk to and support one another, keeping them in the classroom. Do not leave anyone leave the classroom in a distressed state.
6. Some may have to go home but only allow this if parents or guardians come to collect them

## **Appendix 5**

### **Prayer Service (a work in progress)**

#### **1. Possible Readings**

- Book of Ecclesiastes 3: 1-6
- The Lord is my Shepherd

#### **2. Prayers of the Faithful**

#### **3. Reflection to be read**

- Footprints
- Gone only from our sight
- You can shed tears that she is gone

#### **4. Quiet reflection time**

#### **5. Music**