



ACCIDENTS - INJURY PREVENTION PROCEDURE

RATIONALE

The school has a responsibility to take all reasonable steps to ensure that students who are sick or involved in accidents are treated and cared for effectively.

GUIDELINES

All staff, including Office staff, will be given appropriate First Aid training through the staff development programme.

Minor or Moderate Injuries/First Aid Steps

- Carry out any first aid treatment required.
- Surgical gloves to be worn for self protection.
- Accident and First Aid Report form to be completed for all injuries including minor first aid.
- Notify parent or caregiver if child needs to be checked by a doctor or has a head injury.
- If a child is left in the sick bay until a parent arrives to collect them, tell the Office Manager or designated person, so that the child can be monitored.

If the student requires attention from a doctor, or rest for an extended period, the school asks the parent/s to collect the student. A staff member may need to take the student to a doctor or medical centre if the parents cannot be contacted.

In the case of a serious accident or injury where it is not deemed safe to move the child, an ambulance will be called.

The school will not administer medication to a student without formal parental consent. Paracetamol may be given with verbal consent and instruction on the appropriate dosage from a parent.

Serious Injuries and Illnesses

When dealing with a serious injury, we follow the processes outlined below.

Immediate response

1. Comfort the patient but do not move them, or leave them unattended. Assess the scene to ensure your own safety and that of the first aiders. Keep calm.
Always follow the correct procedure for [dealing with blood and other body fluids](#).
2. Ask for help to:
 - summon the trained first-aiders
 - call an ambulance, if necessary. Do not hesitate to do this
 - prevent further injury if a hazard was involved, for example, direct traffic away
 - notify the Principal
 - secure the scene
 - record names of witnesses
 - keep unnecessary people away from the site.
3. Contact parents/caregivers or emergency contact.
 - If the injured/ill person is a student, contact their caregivers as soon as possible.
 - If the injured/ill person is an adult, inform a suitable emergency contact as soon as possible.
4. Record and report as appropriate.

Transporting an injured or ill person

If a person suffers a medical emergency, call an ambulance immediately. If you are not sure if the situation is an emergency, you can still call 111 and the responder can help you decide how best to help the person, and can give advice on transport options.

For medical advice that is not an emergency, phone Healthline on 0800 611 116 where registered nurses can advise on where to take the injured or ill person, and by what means.

If the patient is a student and their caregiver has not arrived, they may benefit from having a familiar staff member travel with them. Ambulance staff will advise what is possible and appropriate for the situation. The Principal, or available senior staff member, should take into account the operational requirements of the school when releasing a staff member to travel with the patient.

Reporting, recording, and investigating

We record, report, and investigate any serious injury as appropriate

RECORDING INJURIES TO STUDENTS

1. An injury report form will be completed for each student who requires treatment for an injury received at school. The form will be completed by the staff member who attends the injured student.
2. Filing the completed forms will be the responsibility of a **nominated staff member or the Office Manager** who will report to the Board of Trustees from time to time.

Review Responsibility: *Office Manager, DP & Principal*

Date Confirmed: 9 June 2021

Principal: *Karla Mitchell*