

**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 especially Office staff will be given appropriate First Aid training through the staff development programme.**

**Basic Accident/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.
* Phone parent or caregiver if child needs to be checked by a doctor.
* If a child is left in the sick bay until a parent arrives to collect them, tell the OM or designated person, so that the child can be watched.
* In the event of a major injury ie something we aren’t qualified to handle, and a parent or emergency contact cannot be reached, the OM or designated person will arrange transport to the nearest Medical Centre and /or contact St John’s Ambulance Service.

**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 OM** who will report to the Board of Trustees from time to time.

**INJURIES OR ILLNESS DURING SCHOOL HOURS**

1. In the event of a child becoming sick in the classroom, the classroom teacher should send the child to the office accompanied by another child. The office staff will care for the child until the parent/ caregiver can collect the child.
2. In the event of a child becoming sick or having an accident in the playground, the duty teacher should bring the child to the medical room. The teacher should return to duty as quickly as possible. If the injury requires prolonged attention the office staff should be sent for to deal with the injury.
3. Standard safety and hygiene procedures should be followed.
4. For accidents involving head injury or a knock to the head, the office staff or a teacher will phone the parents to inform them.
5. Should the child need to go home or seek further medical treatment, the office staff responsible for the medical room will arrange this. The class teacher will be informed by the office staff.
6. Any pupil who becomes ill at school will be looked after to the best of the school’s ability, but should the Principal consider the pupil will be better off at home, the OM will ring and ask someone to collect the sick child. In this matter it is essential therefore that parents give the school the **emergency number** of someone who can help out in this situation.
7. In the case of an accident requiring medical treatment, the child will be taken to the family Doctor or hospital and the parents notified immediately so that s/he can be collected from the Doctor’s surgery.
8. A child should not be left unattended in the medical room if an adult in the adminstration area is not informed of the child’s presence.
9. All medications will be administered from the school office. Medication e.g. Panadol, is not to be administered to children without the permission of the parent/caregiver.
10. It is the parent’s responsibility to communicate serious medical conditions to the school, in particular the classroom teacher. The school will take all reasonable care in the circumstances.

**NOTE:** Staff who take ill during the day unexpectedly, are to notify the Principal. Staff who are unwell need to ring in before school so as suitable relief cover can be obtained. When staff sustain a work related injury they must report it to the Principal and obtain an OSH form to complete. Failure to do so places a successful ACC claim in jeopardy.

**Review Responsibility: *Office Manager, DP & Principal***

**Date Confirmed: 14 February 2017**

**Principal: …………………………………………………………………..**