

Accident & Incident Policy

Rationale:

- In addition to the professional obligation a teacher owes to students, there is also a legal duty to take such measures as are deemed reasonable, under the circumstances, to protect a student under the teacher's charge from risks of injury.

Aims:

- To ensure that student and staff safety is of the highest priority.
- To provide a framework for the management and reporting of Accidents and incidents in conjunction with First Aid manuals and other medical instructions based on the Occupational Health and Safety Act, appropriate Department of Education and Training (DE&T) Guidelines, the School's Medications and Displan Policy and General First Aid Procedures.

Implementation:

- First Aid duties are to be organised according to the School's needs. Duties are to be shared across trained Workplace Level 2 First Aid trained staff in a manner which best suits the School.
- Parents to provide the School Office with up to date information regarding emergency management details including contact numbers. The Office will also maintain current records of all staff to be updated at least yearly.
- One staff member from the First Aid Team will be allocated the responsibility for the overall organisation of all First Aid. He or she may delegate tasks to other trained members such as the maintenance of the Sick Bay, First Aid hip bags for all teachers and other tasks as required.
- Teachers on yard duty are to carry a First Aid hip bag with basic essentials whilst on duty. It is the responsibility of teachers to notify the designated First Aid Leader to update these bags as required. Trained Workplace Level 2 First Aid staff are to be notified immediately if an injury requires a more detailed assessment.
- All incidents/accidents that require students to be sent to the Sick Bay for minor medical treatment must be recorded in the Illness / Injury Parent Notification pad located in the Sick Bay.
- In line with Department of Education and Training policy, a parent/guardian or emergency contact must be contacted as soon as practical if any child sustains a knock to the head or other serious injury.
- All attempts must be made to contact the parents/guardians before calling for medical attention except in an extreme emergency. In serious cases, parents/guardians must be informed as quickly as possible of their child's condition and of the actions taken by the Principal or their nominee.
- In the event of a parent/guardian or emergency contact not being able to be contacted, the Principal or their nominee will organise such treatment and transport as required.

- More serious accidents are to be recorded as an Injury Report. The Principal or their nominee is to be contacted immediately in the case of a serious incident. It is the responsibility of the first staff member at the scene of the accident/incident to complete this report by the conclusion of the day. Where this is not possible due to ongoing treatment the report must be completed as soon as practical. Staff injuries are also to be recorded in this way. The Injury Report is to be signed by the Principal or their nominee. This information is to be recorded by the Office Manager on the injury management system on CASES.
- Any incident that is caused by a hazard of any nature should be investigated immediately and the necessary precautions taken to make the area safe. Potential hazards must also be investigated and rectified as required.
- In all cases of serious injury or fatality, the Regional Director and the Office of Emergency Management must be immediately notified and the DEECD Incident Situation Report completed.

This policy was last ratified by School Council in February 2010