



## STUDENT ACCIDENT POLICY

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## PROCEDURES

### Objective

- To provide adequate care for the injured child.
- To protect children from further injury.

### 1. Medical Release Forms

#### a) Normal

- Upon accepting a place in the school for a student, parents/guardians must sign a medical release from which authorises the school to obtain medical treatment for their daughter/son.
- They are required to list any ailments or allergies that the student may have. Should medical treatment not be permitted, parents/guardians must write their objections on the medical release form.
- The medical release forms are retained in the office.
- Class teachers keep medical requirement lists at front of rolls in classroom.

#### b) Special Medical Release Forms

- For students attending camps and excursions, special medical release forms detailing the particular activity are to be prepared and signed by the parents/guardians.
- These forms are taken by the supervising staff on the excursion/camp.
- Should parents/guardians not complete a form, students **are not permitted** to attend the activity.

## **2. Student Accident**

In the event of a student being involved in an accident, staff will follow the following procedure:

### a) Minor Accidents

- If able to be moved, the student will be taken to the First Aid Area, where first aid will be administered by qualified staff.
- If necessary student will be taken to the sick bay to rest until able to return to class.
- Student is to be checked on a regular basis by staff.
- If the student is upset, parents/guardians should be contacted to enable them to talk to the student.
- Should the student request permission to go home, parents/guardians must be contacted before permission is granted.
- All teachers, and those who administer first aid to serious injury, should have a current first aid certificate.
- In the event of an injury, the teacher/first aid person should give assistance to the injured child within their capabilities. Any administration of first aid to serious injury is to be recorded in the Incidents Book.
- If the injury does not require further medical attention the child should be allowed back to class or, if needed, be sent home with the guardian or parent.
- If the child is unable to get up unaided, do not attempt to move them. An ambulance should be called. Follow DRABC until medical aid arrives. The injured child should be kept under reasonable observation where they are and provided with adequate care.

### b) Accident Requiring an Ambulance

- In the event of a student being seriously injured, and the services of an ambulance is required, office staff are to be immediately notified to arrange transportation.
- The office is to immediately contact the parents/guardians, advising them details of the accident and that an ambulance has been requested. If possible they are to be advised where the student is to be transported.
- If parents/guardians are unavailable, it will be necessary for a staff member to accompany the student.
- The student must take the medical release form.
- An ambulance should be called for all casualties where there are:
  - Severe loss of blood
  - A child is unconscious
  - Serious difficulties breathing
  - Suspected head injury

- Suspected spinal injury
- A marked deformity of the limb
- Significant pain
- Suspected poisoning (ring Poisons Information Centre first – 131 126)
- Severe shock
- First seizure or fit

### **3. Serious incidents at school or on an excursion**

1. In the case of serious injury, the parents/guardians should be notified by telephone as soon as possible. This must be recorded on the accident form, clearly stating who was informed and the time they were contacted.
2. In cases where an ambulance is needed and parents are not available, the teacher/first aid person, or a person nominated by parents (information found in student file) should accompany the child to the hospital and wait until the parents/guardian arrive.
3. A child should only be taken to the hospital in the care of a teacher/first aid person, with the permission of a parent/guardian, and only if the incident is none of those listed in point 5. Another adult must accompany them to support the injured child.
4. AN ACCIDENT REPORT MUST BE FILLED IN FOR ALL SERIOUS INCIDENTS (these are kept in the office). A copy should be filed in the child's file and in the accident report folder.

### **4. Serious incidents in the community**

In the case of a serious incident involving a member of the school, or the school community, the Educational Administrator and the Business Manager will decide:

- a) if relief teachers and/or counsellors are required to be called in to give assistance at the school
- b) when, how and by whom affected children are notified
- c) when, how and by whom the school community is notified.

In these cases the Committee Of Management must be notified.

### **5) Student Fatality**

In the event of a student being fatally injured in an accident at the school, the school's Emergency Management Policy and Critical Incident Policy is to be adhered to.

- i) In classroom:
  - teacher to advise office immediately
  - other students to be taken to their home classroom or a vacant classroom
  - students to be supervised by teachers at all times

- office to advise police, and with their approval, ambulance
- office staff and spare teachers will ensure classroom is kept vacant until police arrive
- office will liaise with emergency services
- trauma group will be activated to assist staff and students and professional counsellors to be contacted
- office will contact parents/guardians of surviving students after receiving permission from the police.

ii) In school grounds

- office to be advised immediately
- office to immediately notify police
- area to be cleared and surviving students taken under teacher supervision to their home classroom or a vacant classroom
- students to be supervised by teachers at all times
- accident area to be sealed off by spare teachers and office staff until police arrive
- office staff to arrange for ambulance following police permission
- trauma group to be activated to assist staff and students and professional staff to be contacted
- office will contact parents/guardians of surviving students after receiving permission from the police.

d) Student in accident on camp/excursion

In the event of a student being injured during a camp or on an excursion, teaching staff will administer treatment, or if necessary, seek specialised medical treatment. The special medical release form is to be used.

### **Accident/ Incident Book**

The school has an Incident book which is retained in the office at all times.

**All** accidents/Incidents involving students **must** be reported in the book in detail.

Written by College of Teachers in 2000

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