

ST. MARGARET'S PRIMARY SCHOOL, EAST GEELONG ACCIDENT MANAGEMENT POLICY

Rationale

At St. Margaret's we have developed an accident management plan which is understood and followed by all staff. We believe that this plan will alleviate the majority of problems inherent in an emergency situation and that this standard will be supportive of all involved should any problem arise.

Implementation

The supervising teacher should follow this procedure whenever the accident occurs, both on and off the school campus. It is the supervising teacher who is responsible for the management of the situation. Preparation is vital for all off campus activities and staff should follow the School Excursion Policy to minimize confusion, panic and stress should a serious problem occur.

The Accident management plan is guided by the following principles:

- ◆ the safety and well being of the student is paramount. The procedure aims to ensure the best possible response and the highest level of care in a stressful situation
- ◆ communication with parents is vital. Parents must be informed of an accident or injury as soon as possible and a follow-up phone call must be made to check on the student's condition and progress.
- ◆ It is always better to be over-cautious. A simple error in the assessment of an injury any lead to major problems later on.
- ◆ If more than one teacher is involved in the accident situation, a single teacher must be designated as the "supervising teacher" so that confusions do not occur in follow up procedures.
- ◆ The school principal must be informed of injuries as soon as possible. The principal has ultimate responsibility in the school and needs to be part of any process involving people in the school.
- ◆ If a parent or nominated emergency person cannot attend immediately, it is the responsibility of the supervising teacher to stay with the injured student until the parent arrives.
- ◆ CCI Accident reports must be filled in for all accidents in Level 2 and 3, and witnesses names added. School Accident reports must be filled in for all Level 1 accidents.

Procedure

The procedure grades injuries into three different categories and outlines steps to be followed for each level. Personal judgment by the supervising teacher would see the actual injury placed into Level 1, 2 or 3.

Level One

Level 1 injuries are classed as minor, not needing professional medical attention. Injuries at this level include things as grazes, minor cuts. Simple treatment by the supervising teacher or another staff and filling out the School Accident report to notify parents is sufficient.

Level Two

Level 2 injuries are more serious and include cuts requiring stitches, eye and teeth injuries and suspected fractures. This level requires professional medical attention. Parents must be informed of the injury and asked to pick up their child and arrange suitable medical treatment. If parents/nominated emergency person cannot attend, the supervising teacher would follow the Principal's instructions. A follow-up phone call to the family would be made by the class teacher and the CCI Accident report filled out by the supervising teacher. The Principal must be informed of all Level 2 injuries.

Level Three

Level 3 injuries are real emergencies-suspected spinal injuries, severe fractures, or loss of consciousness. In these instances the immediate welfare of the student takes priority. In Level 3 cases an ambulance would be called and the parents contacted as soon as possible. In all instances, unless the student's parents are in attendance, a staff member would accompany the child to the hospital. A follow up call to the family would be made by the class teacher and the CCI Accident report filled out by the supervising teacher. The Principal must be informed of all Level 3 injuries.

Accident Management Procedures

General Procedures

1. Never leave an injured student alone
2. Do not discuss the injury or action to be taken within hearing of the injured student. When informing parents over the phone of an injury, keep it in perspective and avoid any unnecessary shock or panic

<i>Level One Injuries</i>	<i>Level Two Injuries</i>	<i>Level Three Injuries</i>
Minor injuries Injuries not requiring professional medical treatment	Cuts requiring stitches, eye or teeth injuries, suspected fractures, dislocations, head injuries Medical treatment required	Suspected spinal injuries, severe fractures, loss of consciousness Ambulance required
<i>Procedure</i>	<i>Procedure</i>	<i>Procedure</i>
<ol style="list-style-type: none">1. Assess student's injury2. Attend to injury with equipment in first aid bag or send child to the staffroom3. Teacher who treats the injury, fills out School Accident Report	<ol style="list-style-type: none">1. Assess student's injury2. Use emergency assistance card or mobile phone for a qualified person to assess student3. Supervising teacher to inform principal. Class teacher to inform parents of accident4. Parents to pick up student	<ol style="list-style-type: none">1. Assess student's injury2. NEVER move student3. Call off activity around scene4. Use emergency assistance card or mobile phone for qualified person to assist5. Inform Principal and phone ambulance.6. Inform parents

	<p>if possible. If parents cannot attend, their instructions to be followed. If parent emergency number is not responding, follow Principal's instructions</p> <ol style="list-style-type: none"> 5. Class teacher to make follow up call to family 6. CCI Accident report to be completed 	<ol style="list-style-type: none"> 7. Class teacher/Principal go in ambulance. Wait at hospital until parent arrives 8. Supervising teacher/ Deputy phone parents 9. Class teacher to make follow up phone call to family 10. CCI Accident report to be completed
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Updated : 2015

Review: 2019