Related Documents
First Aid Policy
Prescribed Medicines and Health Policy

Accidents

The Principal is responsible for protecting students and staff and any other person from injury anywhere on the school premises. He must, therefore, maintain order and safe conditions, and arrange for adequate supervision of students. To do this, he needs the active cooperation of all staff.

Staff and anyone other than students Accidents

Any accident involving a member of staff, parent, volunteer, visitors and anyone other than students on the school premises must be reported to the Principal and/or Assistant Principal without delay. Such a record is needed to support any future application for Worker’s Compensation or Public Liability. Such injury, even if it is not serious enough, must be reported on the “NSW Register of Injuries” (The Green Book) available in the Administration Office.

Students Accidents

When an accident occurs at school, or in the course of any activity where it is required that students be under the supervision of a teacher, the following procedures must be observed.

- Render whatever first aid is necessary and possible, and advise the Principal (for serious injuries) at the earliest opportunity.

- If the injury appears to be serious, send for help from the Office, or from any member of staff with the necessary knowledge, skill or certification.

- If the injury involves the head, neck, back or limbs, leave the injured person on the ground, and make him/her as comfortable as possible. Call for an ambulance immediately.

- Contact parents/caregivers. If parents/caregivers cannot be contacted, the teacher concerned should act as a prudent parent/guardian would act, and call for an ambulance or special medical attention.

- Parents must be contacted as soon as possible, and informed of the accident and the action taken.

- When all possible aid has been rendered to the accident victim, the supervising teacher must attend to the following matters:
  - Investigate the circumstances of the accident.
- Obtain written reports from two reliable witnesses (if available). These reports are
  - To be signed, and must show the age of the witnesses.
- Obtain a written report from the accident victim (if practicable).
- Prepare the supervising teacher’s report on the accident, and the action taken.

Prepare a diagram showing where the accident occurred, and where the supervising Teacher actually was at the time of the accident.

All documents related to the accident should be handed to the Deputy Principal as soon as possible who then conferences with the Principal.

Additionally for all accidents including student accidents

- If supplies from a first aid box are used the first aid box log contained in the first aid box must be filled in.
- A completed a Workplace Casualty Accident / Incident form should be filled in. White and Pink copies of the form are then given to the Office Manager. The Yellow form copy is to be left in the Workplace Casualty Accident / Incident form book.
- Workplace Casualty Accident / Incident form books are located with all first aid boxes and are available also at the Front Office.
- Where accident is the result of an ongoing hazard a completed OHS Risk Report should be given to the Office Manager.
- “The Accident Report Book “(blue book) is kept in the Administration Office. All details of the accident must be entered. Include teachers on duty at the time, and names of witnesses.

When preparing accident reports, teachers should bear in mind that these documents may be produced in court in the event of legal action, and so should neatly and accurately set out all relevant information. It is advisable to report any injury disregarding how serious it is.

**Worker’s Compensation**

Employees are reminded that should they sustain an injury while in the workplace, or be involved in an accident that does not result in an injury, the following information should be conveyed to the Account’s Office, as soon as possible after the event.

- What activity was the employee engaged in at the time the injury or accident occurred?
- Date and time the injury or accident took place.
- Cause of the injury or accident.
- Description of the injury or accident.
- What treatment was administered, if any, and by whom?
• What did the employee do after the injury or accident? Did they go home, return to work or visit the hospital or doctor?

If injuries have been sustained and result in medical attention being sought or time off work, a Worker’s Compensation Claim Form should be completed by the employee, and lodged at the Account’s Office. In accordance with the Worker’s Compensation Act, the Principal nominates a member of staff to act as a Return to Work Program Coordinator.