## STAFF / STUDENT ACCIDENT

All accidents MUST be reported!!

### MINOR INJURIES

1. Staff to assist injured person to sick bay
2. Injury to be treated in sick bay by First Aid Officer*
3. Contact parents for students

Staff witness to complete **CCI Accident Report Book** by close of business day (book located in Administration Office)

### SERIOUS INJURIES

1. Serious injuries should be treated at the injury site by a First Aid Officer or Ambulance Officer*.
2. Contact ambulance (Tel: **000** or on mobile: **112**)
3. Contact parents or family member

Staff witness to complete **CCI Accident Report Book** by close of business day (book located in Administration office)

Staff witness and 2 other witnesses (where possible) to complete a written statement regarding serious injuries and submit to AP

1. AP to advise HOS/Principal if staff workers compensation or student insurance claim may be involved
2. AP to be advised if an extended absence is required (students to be supplied with work)

Return to school (students) and return to work (staff) plans should be devised for serious injuries

*Injuries should always be treated by a trained First Aid Officer or Ambulance Officer. At no time can students treat injuries.