Injuries to Students

POLICY

Rationale
All students have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aim
- To administer first aid, and provide adequate treatment for children when in need, in a competent and timely manner, whilst attempting to eradicate or at least minimise injuries to students at school.

Implementation
- This policy is to be read in conjunction with the school’s First Aid Policy.
- All injuries to students must be attended to, no matter how apparently minor.
- A first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- A sufficient number of staff (including at least one Office staff member) are to be trained to a Level 2 First Aid certificate and with up-to-date CPR qualifications.
- Supervision of the first aid room will form part of the daily yard duty roster. Staff present in the staff room will also assist in the supervision of the first aid room. Any students in the first aid room will be actively supervised by a staff member.
- All injuries or illnesses that occur during class time will be referred to an Office staff member who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty or staff present in the staff room.
- A confidential, up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by students that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, require a Level 2 First Aid trained staff member to provide first aid.
- Any students with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets, will be administered to students without the express written permission of parents or guardians.
- For more serious injuries/illnesses, the parents must be contacted by an Office staff member or other staff member so that professional treatment may be organised.
- Any injuries to a student’s head or neck must be reported to the parents. A note will be sent home to parents detailing the incident if phone contact is not possible.
- Any student who is administered treatment by a doctor, hospital or ambulance officer as a result of
a serious injury should be reported on the Department of Education and Early Childhood Accident/Injury Form LE375 and entered onto CASES.

- Accidents are to be investigated. This may result in modifications to a work or play area.
- The Department of Education Accident/Injury Form LE375 is to be completed and signed by the Principal and details should be entered on CASES. Serious injuries, fatalities or any incident that exposed a person to immediate risk to their health or safety must be reported to the Regional Director and Department of Education Emergency and Security Management Branch immediately on 9589 6266 and WorkSafe on 13 23 60.
- The School Council President must be informed of any serious injuries suffered by students.

References

- Victorian Government Schools Reference Guide
- Circular 309/2000 – Reporting of Serious Incidents
- Circular 354/2002 – Student Accident Insurance Arrangements

Evaluation

This policy will be reviewed every three (3) years, after any significant incident or as deemed necessary.