



RISK MANAGEMENT: INJURIES TO STUDENTS

1. RATIONALE:

All children 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.

2. BROAD GUIDELINES:

This policy should be read in conjunction with the First Aid policy. It is the responsibility of the Principal to ensure that treatment provided to an injured child is adequate and given in a timely manner by a trained staff member and to also ensure that all staff are to make every effort to eradicate or at least minimise injuries to students at school.

3. IMPLEMENTATION:

- 3.1** All injuries to students must be attended to in a caring and timely manner.
- 3.2** All injuries that occur during class time will be referred to the administration staff, who will manage the incident, all injuries that occur during recess or lunch breaks, will initially be referred to the teacher on duty.
- 3.3** An up-to-date confidential register located in the Office will be kept of all injuries or illnesses experienced by children that require first aid.
- 3.4** Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 3.5** If medical assistance is required, where possible, it is the responsibility of the child's parent, guardian or parents' nominee to arrange for this to happen.
- 3.6** An ambulance will be called immediately for any serious injuries.
- 3.7** Teachers should not drive a student home unless parental approval has been obtained.
- 3.8** A student who is known to be ill or injured is required to be picked up by their parent, guardian or parents' nominee. If they are not able to be contacted in a timely manner and it is an emergency situation an ambulance will be called.
- 3.9** Accidents are to be investigated. This may result in modifications to a work or play area.
- 3.10** The DET Accident/Injury Form to be completed and signed by principal and details should be entered on CASES 21. 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 DET Emergency and Security Management Branch

immediately on **(03) 9589 6266** and reference should be made to the school's Incident management policy.

3.11 School Council president to be informed of serious injuries suffered by students.

3.12 Refer to the Administration Manual/Staff Handbook for all other procedures.

4. EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle, or after any significant incident.

This Policy was ratified by School Council in

August 2015