

AKA AKA PRIMARY SCHOOL POLICY DEVELOPMENT

POLICY - INJURY PREVENTION/TREATMENT

RATIONALE

This policy outlines the obligations that our school has accepted with regard to the safety of its staff and students.

PURPOSES

- 1 To ensure that updated lists of emergency contacts and existing medical conditions are available for staff and students.
- 2 To establish procedures for the treatment and referral of injured students.
- 3 To keep records of injuries, and to use this information to evaluate injury prevention strategies.
- 4 To identify and modify hazardous environments and activities.
- 5 To assist with the rehabilitation of injured staff and students.

GUIDELINES

1 OBTAINING AND STORING STUDENT INFORMATION

- a) Essential information (e.g. allergies, special medicines, asthma etc) will be requested on enrolment, and updated at the beginning of the year, or as necessary on computer records.
- b) This information will be located in the main office and the Sick Bay area within easy access of all staff who treat injured students.
- c) Parents/guardians, or others noted on the Emergency Contact List will be contacted whenever a student is deemed to have a serious injury. Minor injuries e.g. scraped knees, stubbed toes, will be dealt with by the school.

2 TRAINING

All staff will receive basic first aid training. In addition the selected staff members will attend advanced first aid courses as necessary.

3 TREATING INJURIES

The first priority of the school will always be to ensure that the student/staff receives prompt and effective medical care.

A list of emergency numbers will be kept up to date and stored adjacent to the telephone in the office. Staff will be reminded at the first staff meeting of each term about procedures for summoning emergency help.

Responsibility for the maintenance of first aid kits will rest with the school secretary.

Procedures for dealing with blood will be followed.

Procedures for treating head injuries, fractures, and severe bleeding will be followed and parents will be contacted immediately.

During class teaching hours the secretary assumes responsibility for the care of pupils in the sick bay.

The teachers on duty are responsible for ensuring that all accidents/injuries in the playground are attended to.

4 RECORDING INJURIES

An injury report will be completed for anybody who requires treatment for a serious injury received at school. The form will be completed by the staff member, who attends the injured student detailing circumstances. Serious harm injuries to be reported to the Department of Labour within 48 hours on the appropriate form. Minor injuries will be recorded in the notebook at the time of treatment.

The completed forms will be filed in a ring binder. Accidents/injuries will be reported to the Board of Trustees.

5 REDUCING HAZARDS

Reducing hazards around the school will be a priority. Information on injuries that have occurred around the school will be used to identify these hazards. In addition the school community will be encouraged to report hazardous environments and activities so that modifications to reduce injuries can be made promptly.

6 ASSISTING WITH THE REHABILITATION OF INJURED STUDENTS

The School will enlist the assistance of appropriate specialist services to ensure that injured students are helped to maximise their return to school and will work in liaison with the family.

CONCLUSION

The School will take all practicable steps to prevent injury and provide treatment should an injury occur.

FORMULATED BY: Ross McGowan

APPROVED: _____

REVIEWED: _____