



# Ramsgate Public School

Chuter Avenue, Ramsgate. 2217 \* Phone : 9529-7267 \* Fax: 9529-8116 Email: ramsgate-p.school@det.nsw.edu.au ABN: 77 472 606 524

## Accidents During School Times – Policy and Procedures – Dec 2006

This Policy is written in line with the DET's:

- Student Health in NSW Public Schools – A summary & consolidation of policy.
- First Aid policy

These policy and procedures pertain to all times when school students are under the supervision of teachers from Ramsgate Public School – including excursions, camps, and out – of hour's events.

### Procedures in Case of Accident or Injury to Students

If a child is injured in an accident while under the supervision of school staff the following procedures should be followed:

- **Minor/Trivial Injury -**
  1. Ensure the student receives appropriate first aid. If no further attention is needed then
  2. monitor the student to ensure their condition does not deteriorate.
- **If the child needs to be sent to the school office then staff must:**
  1. ensure the injured student is escorted to the office;
  2. administer first aid as perceived appropriate;
  3. Parents/Carers will be contacted as necessary. This contact may be via a “ green slip to parent/carer”
  4. If the student has suffered ANY head injury the parents/carers **MUST** be contacted.
- **Non-Trivial Injury -** Where the student **can move** to the school office without compromising their safety:
  1. Escort (or have the child escorted) to the office.
  2. First aid will be administered
  3. Parents/Carers will be contacted as necessary.
  4. School staff will call the parents/carers immediately if the injury requires medical attention.
  5. School Staff will call an ambulance if the student is perceived to be at risk.
  6. School staff will call an ambulance if advised by parents/carers that they cannot attend the school
- **Non-Trivial Injury –** When student **cannot be** moved without compromising their safety:
  1. First aid will be administered at the site of the accident;
  2. the school office will be notified as soon as possible of the accident and injury
  3. The principal and/or Deputy Principal will be notified immediately by the school office staff
  4. Parents/Carers will be contacted by the school office staff
  5. School staff will call an ambulance if the student is perceived to be at risk of further injury or if their condition deteriorates;
  6. School staff will call an ambulance without delay if the accident/injury involved spine/neck/head injury where the student cannot be moved or where there is (or there is a suspicion of) an anaphylactic reaction
  7. School staff will call an ambulance if advised by parents/carers that they cannot attend the school.

### Disclaimer

At all times it is recognised that school staff are NOT medically trained and that they will act in what they believe is the best interests of the student. The decisions and actions of staff take into account that they are not medically trained and that they will, from this untrained perspective, seek to do the best for the student.

## Accident, Injury and Illness Flowchart

These procedures will be followed when attending to students who report to the office:

**All students who report to the front office for illness, accident or injury will be noted in the school's "Illness, Accident and Injury" register – showing the date and time, students name, class, complaint and treatment given. A note will always be given to the student to give to their parent/carer advising of the visit to sick bay and showing details of the attention received.**

Child reports to sick bay – then:

**It is an immediate/serious/critical condition  
that requires immediate call for ambulance assistance?**

**YES**

1. call ambulance
2. call parents/carers
3. notify principal/deputy
4. stay with student
5. keep student calm and comfortable
6. monitor condition

**NO**

Is it a non-trivial complaint  
(needs immediate attention)

**YES**

1. Contact parents/carers
2. Ask their advice on action
3. Advise principal/deputy
4. Stay with student until parent/carer arrives

**NO**

Is it a minor/trivial illness

**YES  
(It's a minor illness)**

1. Call parents/carers and ask their advice
2. If parents/carers choose not to attend treat as appropriate
3. Send student back to class

**NO  
(It's a minor/trivial  
accident/injury)**

1. treat as appropriate
2. send student back to class
3. note to teacher asking them to review condition .

**Front office staff – have you:**

1. Entered the details in the register?
2. Called the parents/carers for ANY complaint of illness to seek their advice?
3. Given every complainant to sick bay a note for their parents/carers?

## **Accident Report and Witness Statements to Accidents**

An accident report should be prepared for any accident that occurs on school premises or during school activities that is not minor (see DET document – “Reporting School Accidents – Support Document”). The report should be completed by the Principal – or delegated to the member of staff closest to the incident. Witness statements may be obtained from students – copies of which are collected by the DET. Witness statements should use the “Witness to School Student/Visitor Accident” proforma. NOTE there are separate witness forms for staff and for students.

Students can obtain copies of the statement made by themselves. Witness statements are not available to any other person – other than the parent/carer of the individual who completed the statement. Formal accident reports are DET documents and are not available other than through contact with the DET’s legal department.

### **Documentation:**

Accident reports and witness statements must be made on the DET proformas (see <http://detwww.det.nsw.edu.au/directorates/leglserv>)

### **Information to Parents and Carers**

Parents and Carers must be notified of any accident involving their child. The notification should be made as soon as possible after the accident occurs. Notification either by telephone or in writing should include:

- Confirmation that the student was involved in an accident together with a description of the nature of the accident’
- Details of any injuries sustained;
- Details of any action taken (e.g. First aid, calling an ambulance or doctor)

### **Procedures when a student reports to sick bay/front office:**

When a student reports to office that they are feeling unwell or they are injured office staff will:

1. ascertain whether emergency care needs to be sought immediately (an ambulance to be called). This will be when there is imminent risk of the students condition deteriorating or if there is immediate and urgent need of medical attention that cannot wait for the parent/carers advice. If necessary, immediately call for an ambulance.
2. If the injury/illness is not perceived as needing an ambulance immediately then the parents/carers will be contacted for them to make the decision about medical attention to be sought. If parents cannot be contacted or if the refuse to attend the school then school staff will make the decision about whether an ambulance should be called.
3. If matters above are less serious but either a head injury has occurred or it is perceived that the student’s condition requires parent/carer advice the office will be asked to contact the parents/carers;
4. If the parents/carers are not contacted this means that the students condition is perceived to the best of our ability as being minor or trivial. Minor and/or trivial injuries and illnesses will be treated by the office staff. A notation will be made in the “illness, accident and injury” register of the date and time, child’s name, class, complaint and treatment given. A note will be given to the student to give to their parent/carer advising of the visit to sick bay;
5. If the minor/trivial complaint leads to the student returning to class a purple slip is given to the teacher asking them to monitor the students condition and to escort the student back to the office within the hour of they do not seem to be improving.
6. If a student reports to the office that they are sick, unwell or injured it is the office staff who make the judgment from their non-medical position as to whether the student can return to class. It is incumbent on this process, then, to ensure there is an opportunity to review the student’s condition.