

Section: Welfare  
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 Approved: Executive Team  
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# ACCIDENTS AND MEDICAL EMERGENCIES

## POLICY

The School is committed to promoting the safety and wellbeing of its students and staff. It will minimise the risk of accidents through regular checks of the site and ensure that there are staff on the campus who are trained in First Aid.

## PROCEDURES

### Staff Training

1. All relevant staff are encouraged to undergo First Aid Training.
2. All relevant staff are to be made aware of Accident and Emergency procedure at induction and on a regular basis.
3. All relevant staff are to be made aware of students with special emergency needs e.g. acute asthma, severe allergies, diabetes. Information to be queried from School database.

### Minor Accidents

1. Accompany the injured person to the First Aid room in the Main Administration, Middle School or Senior School Reception.
2. See 'First Aid' Policy (3.10) for further details.

### Medical Emergencies

1. Stay with the casualty while sending for First Aid Officer and arrange for ambulance to be called if necessary.
2. Remove danger or remove casualty from danger. DO NOT move if spinal and/or head injuries are suspected.
3. Check injured person's responses and reassure.
4. Provide appropriate First Aid.
5. Hand over to medical authorities.
6. Inform Principal or an Associate Principal of Sub-School who will contact parents.
7. Complete an Accident/Incident Report Form.

### Compulsory Accident Procedures and Reports

1. Report all accidents by completing an Accident/Incident Report Form (see appendix) and returning it to the Business Manager's Office within 36 hours of the accident. A copy is to be provided to the relevant Associate Principal of Sub-School.
2. Claims for Workers' Compensation to be submitted to the Business Manager.
3. Report all hazards or "near misses" to your Associate Principal of Sub-School. Complete a Maintenance Request and inform the Business Manager.
4. Report all deficiencies in First Aid Cabinets.

## Emergency Telephone Numbers

For Police or Ambulance call the School Switchboard emergency number by dialling **555**. The operator to co-ordinate emergency procedures.

### Major Injuries

Phone the switchboard emergency extension **555** and the receptionist will send assistance to you.

### Doctors

(0) **9305 7333**

Mindarie Medical Centre  
10 Mindarie Drive  
QUINNS ROCKS

### Hospital

Joondalup Health Campus (0) **9400 9400**

Shenton Avenue  
JOONDALUP

Princess Margaret Hospital (0) **9340 8222**

Roberts Road  
SUBIACO

### Medical Alert

Emergencies (0) **000**

Enquiries (0) **9277 8899**

### Poisoning

Poisons Information Centre (0) **9381 1177**

## RELATED POLICIES

Refer to the 'First Aid' (3.10) and 'Communicable Diseases' (3.6) Policies for further information.

# ACCIDENT/INCIDENT REPORT FORM

<b>Student</b>			
<b>Date</b>			
<b>Time</b>			
<b>Accident/Incident Location</b>			
<b>Accident/Incident Details</b>			
SAMPLE ONLY			
<b>Action Taken</b>			
<b>Assessment of Incident</b>			
Is further Action Required? Yes      No			
If yes, provide details:			
Incident requires a Referral Associate Principal? Yes      No			
<b>Staff Member</b>			
Name			
Signature			
Is a Critical Incident Report Necessary? Yes      No (Provide details of actions in Management Response Section)			
<b>Associate Principal of Sub-School</b>		<b>Principal</b>	
Name		Name	
Signature		Signature	
<b>Office Use Only</b>			
<b>Management Response</b>			
<b>Further Action Required</b>			

