

# ACCIDENTS POLICY

## STAFF

Accidents to staff must be recorded in the Accident Report Book kept in the College Office. The person sighting and signing the Report must complete a Report of Injury form.

A staff member injured en route to or from the College must record details on the Form for Injury on the Journey, kept in the College Office. This form is to be completed as soon as practicable.

Details of work-related injuries or accidents must be forwarded to the Catholic Education Office. (See detailed Policy - Worker's Compensation).

## STUDENTS

Accidents and health emergencies will occur. At all times, the total welfare of the student is the prime consideration. When a minor accident occurs, the student should be referred to the qualified office staff who will provide necessary treatment and contact the parent(s) or guardian. The decision concerning the course of action to be followed will be theirs.

In case of serious accident, requisite emergency treatment and assistance must be provided and/or sought, immediately. Parent(s) or guardian(s) are to be notified via the office.

Teachers MUST exercise care with regard to First Aid. Amateur diagnosis and First Aid may compound, rather than ease, injury, pain and trauma. Only those with current First Aid certification should render assistance.

In all cases of accident, an Accident Report must be completed. In cases of serious accident, the Principal must be advised as soon as possible.

**Please Note: Pain relief and headache drugs are not to be supplied to students who have not obtained permission from their parent/ caregiver.**

## ACCIDENT REPORTING

Details which should be included are:

- the date
- time
- specific location
- description of any equipment involved
- accounts from other witnesses
- name of teacher/s on duty
- location and activity of the teacher when the accident occurred
- name and position of person completing report
- corrective action taken or proposed, and
- signature of person completing the report

Copies of the report should be placed in both the student's file and in a register of injuries. All injuries sustained by students as a result of an accident must be recorded in the Accident Book provided by Catholic Church Insurances Limited.

In the event of injury, a staff member should contact parents/guardians as soon as possible. If time permits, instructions concerning intervention and action to be taken should be sought from the parents/guardians.

## RESPONSIBLE PRACTICES

- Access to a mobile phone is desirable when students are involved in activities conducted away from the school premises.
- All injuries sustained by students as a result of accident should be recorded in an accident book. Accident books are available from Catholic Church Insurances Limited.

- If a student sustains a very serious injury as a result of an accident, it is essential for the Principal to immediately notify the appropriate diocesan contact person (Director, Consultant, etc.) and to forward accident details to the appropriate CCI Office or relevant insurer without delay.
- Letters from parents/guardians regarding accidents should be forwarded to CCI or other relevant insurer. NO RESPONSE should be made by the Principal or school staff to communication concerning accident claims or liability.
- Liability for any accident should not be admitted, as any such admission may prejudice the insurance cover.