



EXPECT MORE – ACHIEVE MORE

# INJURIES TO STUDENTS POLICY

## **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.

## **Aims:**

- To administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, whilst attempting to eradicate or at least minimise injuries to students at school.

## **Implementation:**

- All injuries to students must be attended to, no matter how apparently minor.
- A first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- 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 be referred to the staff member on duty.
- An up-to-date confidential register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- 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.
- Accidents are to be investigated. This may result in modifications to a work or play area.
- The Department of Education Accident/Injury Form LE 375 to be completed and signed by principal and details should be entered on CASES21. 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 Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (1800 136 089) and reference should be made to the school's Incident Management policy.
- School Council president to be informed of serious injuries suffered by students.

## **Evaluation:**

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

This policy was last ratified by School Council in....

**October 2015**

References: [http://www.eduweb.vic.gov.au/referenceguide/enviro/4\\_4.htm](http://www.eduweb.vic.gov.au/referenceguide/enviro/4_4.htm)  
Circular 309/2000 – Reporting of Serious Incidents.....

Student Accident Insurance - [http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4\\_4.htm](http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_4.htm)