



# Spencer Park Primary School Accidents Procedure

When called to or coming across an injured child:

**The Duty teacher should:**

Ascertain extent of injury and respond in the following processes.

## MINOR INJURIES

**Escort the student either:**

- to the admin area or
- to another staff member not on duty who can escort the student to the admin area.

**The student should be passed over to a staff member with appropriate First Aid qualifications.**

**Having treated the child the staff member may:**

- (i) enable the child to return to play or class.
- (ii) contact parents to have the child go home.
- (iii) consult with administration team as to steps that should be taken next.
- (iv) ensure that the "Accident Report Form" is sent to the principal as soon as possible.

## MAJOR INJURIES

**If the extent of the injuries is considered to be major the teacher responding should:**

- Ensure there is no further danger to patient or others.
- Re-assure the student.
- Seek immediate adult support and request the administration to call for an ambulance to attend (another student can be sent on this request).
- Make the student comfortable and protect him/her from the elements. Note: If that teacher can, in their judgement, provide immediate, safe treatment, they should do so eg. heavy bleeding.
- If the injury is internal and there may be damage to the neck or spinal cord the student should not be moved.
- Request all other students keep well clear and, if required, send for adult assistance to supervise other students. The injured student should have adult support at all times.

The administrator or support staff upon hearing of the accident should, ensure a staff member has contacted the ambulance and notified the hospital so that the child can be treated by the medical profession.

- The Principal should be notified as soon as possible.
- The School Administration should contact the parents as soon as possible.
- Once the injured student has been treated the staff member responding and students who have witnessed the accident should be counselled by the appropriate personnel.
- Staff and students should be informed of the facts at the appropriate time.
- The principal will arrange relief for the staff member if required.
- The teacher responding should complete the "Accident Report Form" as soon as possible.
- Support should be provided for the teacher responding to the accident.
- Where and when necessary, those dealing with the accident should refer to the care plan and enrolment card kept in the office.