

Accident Management Policy



Urgent Medical Treatment

From time to time, staff, students and visitors to the school may require urgent medical treatment.

St Catherine's Policy

In the event that a person requires urgent medical treatment whilst at St Catherine's, it is our policy that:

- In any life threatening situation the welfare of the person is paramount and must be dealt with immediate priority;
- A student's parents/carers should be notified as quickly as possible;
- The school shall provide appropriate first aid facilities;
- The school shall ensure that relevant teaching and non-teaching staff have appropriate first aid training;
- The school shall provide, or organise safe transport and care of students to and from medical treatment as required; and
- The school shall follow the school's Emergency Management Plan.

Alternative Procedure to School's Emergency Management Plan

The following procedures may be followed:

- In the case of a major accident or life threatening situation (Code Red), an ambulance will be called immediately and the person accompanied by St Catherine's staff to hospital if appropriate;
- In the case of urgent, but not life threatening situations (Code Green), St Catherine's has a First Aid Room which may be used for the initial treatment of a person requiring first aid or emergency care at school;
- In the case of the death of a person on school grounds (Code Black), the body should be covered and NOT touched. The immediate area should then be isolated with a staff member remaining with the deceased until emergency services arrive.
- Where possible, a member of staff with appropriate first aid training, shall lead the initial treatment of the person until more specialised medical personnel are available;
- Parents/carers shall be notified of any injuries or illness requiring urgent treatment as soon as practically possible; and
- Where a parent/carer is unable to be contacted, or attend the school to collect the student, St Catherine's staff may accompany the student to the doctor or hospital.

Flow Diagram

A flow diagram of our Accident Management Procedures is available (Appendix 1).

Employees' Responsibility

All employees are responsible to ensure that:

- The welfare of the student is paramount and is dealt with immediate priority;
- Parents/carers are contacted as soon as practically possible; and
- Safe transport and care is provided to students when required.

Implementation

This policy is implemented through a combination of:

- Staff training with respect to urgent medical treatment;

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- Effective incident notification procedures;
- Effective communication procedures;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy St Catherine's may take disciplinary action.

Related Policies

- *Allergy Awareness Policy*
- *Bites & Stings Policy*
- *Chemical Spills Policy*
- *Emergency (Emergency Situations) Response Policy*
- *First Aid Policy*
- *Hazardous Substances Policy*
- *Illness & Disease Policy*
- *Medical Appointments Policy*
- *Needles and Syringes Policy*

Implementation Date: October 2016

Review Date: September 2021