Accident/Injury Policy
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The school and school staff has a duty of care to ensure that the risk of injury to students is minimised in all school activities and at all times. From time to time accidents will occur resulting in injury to students. In such instances teaching and administrative staff have a responsibility to:

- Provide emotional support to the injured child.
- Provide emergency treatment as necessary for the immediate well-being of the child.
- Advise parents or caregivers, as necessary.
- Record details of incident, injury and treatment.

**Student Injured**

**Initial assessment of injury undertaken by supervising teacher**

**If the child is mobile**

- Refer to the School Office for Sick Bay Treatment with appropriate instruction noted by teacher on a Sick Bay Note
- At Sick Bay necessary treatment administered by First Aid Officer and recorded on Students record in ebS4
- Child returns to class after 10 minutes
- Parent, caregiver or emergency contact notified if no improvement after 15 mins

**If the injury is significant or if the child is not mobile or cannot be moved**

- Provide emergency treatment. Advise the School office of the need for urgent assistance.
- Ambulance to be called
- Parent, caregiver or emergency contact advised of injury and status
- Completion of Accident Report

Parent, caregiver or emergency contact advised of head or eye injuries