



KINCUMBER HIGH SCHOOL STUDENT WELLBEING - ACCIDENT POLICY

(Reviewed April, 2011)

Rationale and Purpose

This policy is to ensure that the safety, well being and on-going welfare of students is given absolute priority. This policy covers, as far as is possible, all aspects of protection for the students, teachers and administration staff of the school in the event of an accident.

Broad Guidelines

- The supervising teacher should make every effort to ensure that the patient is made comfortable and safe and organise for the front office to be contacted (by phone or by sending a responsible student) so that first aid help can be sent as soon as possible. The teacher should remain with the student until help arrives.
- The supervising teacher should also make a note of any witnesses to the accident or incident. Supervising teachers should also ensure that injured students are not recorded on mobile phones or cameras belonging to students witnessing the scene.
- After an accident, the victim should be seen by a first aid person before being moved. If necessary other people in the area need to be moved away.
- The front office SAS staff will contact the PDHPE department or the nearest trained first aid person to send help and inform the senior executive. SAS staff should also check the student record for any known health concerns.
- First aid should be administered as quickly as possible by a competent practitioner, i.e. staff with current First Aid Training. A list of staff with current training is available on the Intranet at T:\8585_Common\Excursion Risk Assessments
- Advice from the student's parents should be sought prior to further action where practical.
- Where the injury is serious and expert attention is required immediately the SAS staff member on telephone duty will contact the Ambulance or Hospital and inform the parents as quickly as possible. The school will continue to budget for ambulance cover.
- Injured and ill students should not be sent or taken home without authorisation from a member of the senior executive.
- Steps should be taken to care for the property of the injured student.
- The ill or injured student should be kept under close supervision at all times including while occupancy of the clinic.
- The supervising teacher will fill in an accident report form and gather witness statements as needed at the first opportunity.
- The injured student will be asked to complete an incident report as soon as possible after their return to school.

- Any serious accident will be treated as a critical incident and follow the protocols for this including informing School Safety and Security and the School Education Director.

A CLEAR AND ACCURATE RECORD OF THE CIRCUMSTANCES SURROUNDING THE ACCIDENT IS REQUIRED AND EXCEPT FOR MINOR ACCIDENTS AN 'ACCIDENT TO SCHOOL PUPIL' FORM IS TO BE COMPLETED WITHOUT DELAY.

The Accident Report

The following details are required:

1. A completed Accident Report Form - date, time, place and description of the accident and possible injury is required.
2. A sketch plan of the location of the accident showing the location of the nearest teacher and the distance of that teacher from the accident.
3. A signed statement from the nearest teacher.
4. A playground roster sheet, if relevant.
5. Written and signed statements from two students, who witnessed the accident, including their names, ages and classes.
6. If possible a written and signed statement from the injured student.
7. Student's statements should be in their own words.
8. Copies of all statements, reports, communications, etc are to be filed on school records.
9. Copies of Accident Report Forms are available from the Deputy Principal's office.

For a copy of the Department of Education and Training Student Wellbeing -
Accident Policy

https://www.det.nsw.edu.au/policies/student_admin/general/accidrpt/PD20020064.shtml