

PROCEDURE 10: MANAGING ACCIDENTS AND TREATMENT

Managing Minor/Moderate Injury

Staff are briefed on the procedures for managing minor and moderate injury, including medicines and illness. Staff must follow recorded procedures, located in the School Administration Area, for dealing with blood and other fluids. Our procedures are reviewed and reported to the Board each year as part of the internal evaluation processes and procedures.

Before any treatment is given, staff check the student's medical notes.

Minor injury

If a student sustains a minor injury, we send or take them to the classroom and inform the principal. After treatment, the student can return to their activity. Staff record the injury and any treatment in the first aid log or student management system (SMS).

Minor injuries include but are not limited to:

- <to be completed with staff / parent input>
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Moderate injury

Moderate injuries include but are not limited to:

- <to be completed with staff / parent input>
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For moderate injuries, staff take the student to the Administration Area and inform the principal and administer first aid as appropriate; (see below). Staff record the injury and any treatment in the first aid log or student management system (SMS). We also collect the names of any witnesses to the incident.

If it is a head injury, which includes injury to eye, throat, or neck, staff must report the matter to the principal and parent/s are immediately contacted. The student is monitored for delayed concussion or worsening of the affected area.

Any bite inflicted by a student or animal must be washed and seen by a doctor as soon as possible if the skin has been punctured. Parents of the bitten student are to be immediately contacted.

Moderate injuries require parents to be notified. If it is a head injury, the principal is also notified, and the student is monitored for delayed concussion.

If the student requires attention from a doctor, or rest for an extended period, the school asks the parent/s to collect the student. A staff member may need to take the student to a doctor or medical centre if the parents cannot be contacted.

No student is sent home unless a caregiver has been contacted and permission given for the student to leave. The principal is informed in every case, as are all other staff on site, if a student is sent home.

The school will not administer medication to a student without formal parental consent. Paracetamol may be given with verbal consent, and instruction on the appropriate dosage from a parent.

Notifying parents in the event of an injury has two purposes:

1. It keeps parents informed.
2. It protects the school by allowing the parent to come and see for themselves how their child is, and whether the parent considers further action is necessary.

The school has family and emergency contact numbers filed in the office and available on the student management system.

When in doubt, contact the parents.

The accident report should state who will contact the parents and should be initialled when they have been contacted.

First Aid

Staff are encouraged to keep their knowledge of first aid procedures up to date. When providing first aid, staff follow the procedures for dealing with blood and other body fluids.

Staff record the injury and any treatment in the first aid log or student management system (SMS). We notify parents about moderate injuries and all head injuries.

First aid supplies

First aid supplies are kept in the first aid room, along with a current first aid manual, a list of staff with current First Aid Certificates, and a list of student conditions.

Ice packs are kept in the first aid room.

First aid supplies are regularly checked, restocked, and updated, as necessary.

Travelling first aid kits

The school maintains travelling first aid kits, which must be taken on trips away from school. Any items used are recorded and notified to office staff who arrange for the kit to be restocked.

Managing Serious Injury and Illness

When dealing with a serious injury, we follow the processes outlined below.

Immediate response

1. Comfort the patient but **do not** move them or leave them unattended. Assess the scene to ensure your own safety and that of the first aiders. Keep calm.
2. Ask for help to:
 - summon the trained first-aiders
 - call an ambulance, if necessary. **Do not hesitate to do this.**
 - prevent further injury if a hazard was involved
 - notify the principal
 - secure the scene
 - record names of witnesses
 - keep unnecessary people away from the site.
3. Contact parents/caregivers or emergency contact.
 - If the injured/ill person is a student, contact their caregivers as soon as possible.
 - If the injured/ill person is an adult, inform a suitable emergency contact as soon as possible.
4. Record and report as required.

Transporting an injured or ill person

If a person suffers a medical emergency, call an ambulance immediately. If you are not sure if the situation is an emergency, you can still call 111 and the responder can help you decide how best to help the person and can give advice on transport options. It may be unsafe to transport people with certain injuries/symptoms in a private vehicle, e.g. head injuries, open wounds, fractures, breathing difficulties, and unconsciousness.

If the situation is not an emergency, but you would still like advice, call Healthline on 0800 611 116 where registered nurses can advise on where to take the injured or ill person, and by what means.

If the patient is a student and their caregiver has not arrived, they may benefit from having a familiar staff member travel with them. Ambulance staff will advise what is possible and appropriate for the situation. The principal, or another available staff member, should consider the operational requirements of the school when releasing a staff member to travel with the patient.

Reporting and Recording Accidents and Incidents

Each school maintains an Accident Register, which may be a separate document, a collection of pages from the first aid log, or a summary of entries in the student management system (SMS). The register should include, as applicable, reports of accidents and near misses involving students, staff, and visitors; accident investigation forms; and records of notifiable injuries or illnesses.

At Whareorino School the Accident Register is maintained by the Office Administrator.

Accidents and incidents are recorded and reported as follows:

Minor and moderate injuries

- For students, these injuries are managed and recorded according to our Managing Minor / Moderate Injury procedure, and moderate incidents are investigated as appropriate.
- For employees, visitors, and contractors, minor and moderate injuries are dealt with using first aid, where appropriate, and moderate incidents are recorded in the school's Accident Register.

Serious injuries

- Serious injuries are dealt with using our Managing Serious Injury and Illness procedure. Serious injuries are recorded in the school's accident register and are likely to be notifiable events.

Near misses

- Any near miss is investigated as appropriate to its potential risk. A near miss is an incident that didn't cause injury, illness, or damage but had the potential to. Near misses may be notifiable incidents.
- If a hazard is identified through an accident or near miss, a hazards identification form must be completed. If the hazard is not eliminated, it must be entered in the hazard register with its appropriate controls.

Notifiable events – illnesses, injuries, incidents, and deaths

- As a PCBU (person conducting a business or undertaking), the Board must notify WorkSafe NZ as soon as possible of any notifiable illness, injuries, or incidents, using the **notify WorkSafe** tool. This applies to all staff, students, visitors, and contractors if they are involved in school activities, work being done on behalf of the school, or using the school grounds and equipment. It also applies to school activities that take place off school grounds, such as EOTC events.
- In the case of a death, WorkSafe NZ must be notified immediately by phone on 0800 030 040 (24/7).
- At Whareorino School reporting to WorkSafe NZ is the responsibility of the principal, who ensures the Board Presiding Member is also informed.
- The school must preserve the site where the notifiable event occurred, taking all reasonable steps to keep the site undisturbed until authorised by WorkSafe. Note that preserving the site does not prevent helping

an injured person, making the site safe to avoid further injury, removing a deceased person, Police acting as needed, or approved WorkSafe actions.

- The school must keep a record of notifiable events for at least 5 years after the report was made to WorkSafe NZ.
- Depending on the seriousness of the event and its effect on the school community, the school may need to employ the school's Crisis Management Plan.
- Following good practice, the school also investigates what happened, considers the findings, and implements improvements informed by evidence and findings.

Legislation:

Health and Safety at Work Act 2015

A handwritten signature in blue ink, appearing to read 'L. Stone', is written over a light blue rectangular background.

PRINCIPAL

Dated: February 1, 2022