



Student Accidents/Incidents Policy

RATIONALE

This policy outlines the procedures to be followed by School Staff in the event of an accident/incident that causes or is likely to cause injury, including psychological injury (e.g. bullying, harassment on the way home or to school), to a student that occurs at school or during a school-organised activity. There is also reference to ambulance transportation of students.

St Mark's promotes the practice of protective behaviours. The philosophy behind this is that:

1. Children have the right to feel safe at all times as well as respecting the right to safety of others.
2. Children are encouraged to identify and seek assistance from trusted people when they do not feel safe.
3. Children are empowered to take action in unsafe situations in order to restore them to a state of physical and emotional safety.

DEFINITIONS

Accident: *an accident is an event or mishap involving a student enrolled at St Mark's which occurs while the student is attending School or involved in an approved school-organised activity, such as an excursion or camp, where the student is injured and first aid intervention and/or professional medical services are required.*

Incident: *an incident is an event that results in or is likely to result in injury/illness, (e.g. dangerous occurrence, bullying, harassment), it also includes a 'near miss'.*

First Aid Intervention: *the immediate care of an injured or suddenly sick student prior to obtaining professional medical services, if required. It includes first aid, maintenance of records and recognition and reporting of hazards.*

Professional Medical Service: *the attention provided by medical practitioners, dentists, nurses and ambulance personnel.*

Vicarious Liability: *Under the principal of vicarious liability, Staff of St Mark's, in the course of their employment, are protected in law should legal action be initiated, provided they have acted responsibly, within their level of competence, and followed established policies and guidelines with proper motive.*

SCOPE

This Policy applies to everyone who is:

- (a) employed by St Mark's Anglican Community School
- (b) in a teaching, practicum or management position or role at the School

PROCEDURES

In the event of an accident at School:

1. On becoming aware of an accident, Staff should, so far as they are able, render first aid to the injured student.
2. A parent must be informed for a serious accident, where professional medical services are required, a parent/guardian must be informed immediately. For a less serious accident, where first aid intervention is required, a parent must be informed as soon as possible, at least by the end of the day.
3. Where a parent cannot be reached, the person nominated as an emergency contact would be contacted.
4. Except where the accident is considered minor, the School Nurse or other Staff member attending to the student must remain with the student until no further treatment is required, or until the student is placed in the care of ambulance officers or other medical personnel, unless the employee's personal safety is at risk.
5. The School Occupational Health and Safety representative, teacher in charge or their delegate should investigate the accident and ensure any hazard is controlled to prevent further injuries/accidents.
6. In the event of a serious accident, the Principal and Staff need to ensure that the scene of the accident remains complete and undisturbed, once immediate risks have been controlled.
7. The Student Accident/Incident Report should be prepared as close as possible to the time of the accident – preferably the same day.
8. A copy of the Student Accident/Incident Report should be forwarded to the Risk Management Officer as soon as practicable or in any event within 48 hours of the accident/incident. (refer to attached Accident Report Form)

Procedures of Ambulance Transport

1. If after emergency first aid, it is determined by Staff that an ambulance is required, then an ambulance will be rung for.
2. A parent or guardian will be contacted immediately, giving them the necessary details outlining the accident and cause for ambulance transport.
3. All costs for ambulance transport are the responsibility of the parent, not the School. Ambulance Insurance Cover is recommended.
4. If a parent/guardian is not available to accompany the student to the medical centre, a Staff member will accompany the injured student

until such time that the parent/guardian is able to take full responsibility for the student.

In the event of an incident at School:

1. On becoming aware of an incident, Staff should, so far as they are able, gather as much information as possible from the reporting student.
2. The Staff member is to determine if this incident can be investigated by self or if other Staff need to be informed, such as Head of School or Assistant Principals...
3. Notes are taken from the student's point of view. Ask the student to write down as much information as possible. If there are witnesses, speak to them.
4. If witness statements are needed, ask students to write information down. (See Witness Statements notes below)
5. Parents are contacted to let them know of the incident. Parents are invited to come to the School for a meeting to help the student resolve the issues.
6. Mediation is organised if there are reports of bullying and harassment. Either a Head of Year or Deputy Head of School will do this.
7. A copy of the notes from the mediation and meetings will be recorded on SEQTA.
8. All students involved will be either counselled, by the Assistant Principal, Pastoral, School Psychologist or referred to an outside agency determined by parents.
9. A Head of Year or Deputy Head of School will carry out a follow up with student/s and parents.

In the event of an incident out of School:

1. St Mark's School promotes the use of protective behaviours for their students travelling to and from School. This includes:
 - Not taking lifts in cars with people they do not know
 - Avoiding listening to loud music while walking or riding to school
 - Wearing a helmet when riding to and from school
 - Taking note of any suspicious behaviours of people in cars while walking – car slowing down, strangers asking for directions and not leaving
 - Ignoring harassment from peers or other school students and reporting it to a Staff Member
 - Report any inappropriate information, that would be seen as a threat to the person, found to be published on any social networking sites

2. When an incident is reported to a Staff Member it will be determined if this needs to be reported to the police. This is in the case of:
 - Unwanted attention by strangers walking to School
 - Threats and harassment published on social networking sitesIf a report is made to the police, parents will also be informed.
3. **Alerts:** If it is deemed necessary, in the case of reporting alerts to students and families regarding threats to safety to students walking home, the Principal will send a message to families. Classmates and class groups will be alerted to the incident of personal safety and implementing protective behaviours.
4. There will be ongoing communication between families and the School about educating the students about protective behaviours as well as maintaining a balance of personal security and independence.
5. Threats and harassment on social networking and personal attacks will not be tolerated and sanctions will be put in place for those students found responsible for this. (refer to the School's Behaviour Management Policy)
6. Independent witness will be called upon to provide their version of events of any incident if needed.
7. If the Staff member has a belief that there is sexual abuse, Mandatory Reporting must be adhered to. (see Prevention of Grooming and Child Abuse Policy)
8. If there is a belief of physical or psychological abuse, this must be reported to the Head of School or Assistant Principals. Incidents such as these will be reported to the Principal.

Witness Statements

1. In the case of injuries, accidents and incidents, the School will obtain statements from any person, including a student who has direct knowledge of the accident/incident. Where there are large numbers of witnesses to an event, witness statements may be obtained from a representative sample of witnesses with names and contact details of remaining witnesses recorded.
2. Any statements should be completed in pen, preferably blue or black.
3. The witness should write about the accident/incident in own words and sign and date the statement when finished. In no circumstances, is the witness to consult with another witness before preparing witness statement to ensure independence of the process.
4. If the witness is too young to be able to write about what was seen, an adult who has not been involved in the accident/incident can assist the student. In such circumstances, the adult should read the statement back to the student to confirm what has been written and that is what they saw.
5. Where appropriate, the witness should be asked to draw a sketch to accompany statement. This may be a sketch of the classroom, playground or sports field or facility when the accident/incident occurred. The location of the witness and student who was involved should be noted on the sketch.

Reports

1. While it is acknowledged that collecting this information may be time consuming at the time of the accident/incident, it is less onerous that collecting it many years later.
2. Under no circumstances should statements be made admitting liability or identifying liability or identifying the cause or persons responsible for the accident/incident. Personal opinions must not be expressed.
3. Parents will be informed of the manner in which the accident/incident occurred, but any background particulars leading to or concerning the accident/incident are matters that the parent or other interested parties may take up with the Principal.



St Mark's Anglican Community School
Accident/Incident Report

Office Use Only		
Report No.	Rec'd Date	Recorded

For School Employees, Students and Visitors.

Part 1 of this form should be completed for all incidents/accidents where injury requiring treatment has or could have occurred. This must be completed by the person on duty or the first person on the scene. Completion of this form may also involve other Staff members assisting.

Part 2 (overleaf) is to be completed by the Safety & Health Representative in your area.

Part 1 *PLEASE RECORD ONLY FACTS, NOT OPINIONS*

Name and Position of Person Reporting: _____

Area: ELC Primary Middle School Secondary Other - Please advise _____

Date of Incident: _____ **Location of Incident/ Accident:** _____

Person/s injured: Staff Student Visitor

Name of Person Injured: _____ Male Female
 (please tick)

If Student - Form Group: _____

If Visitor - Address: _____

Phone Number/s: _____

Type of Accident: Injury Illness Dangerous Event / Near Miss
 (please tick)

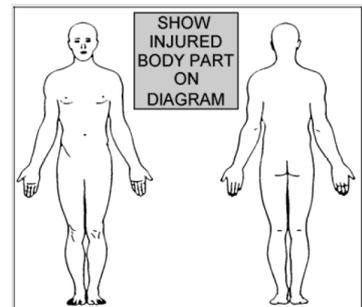
Type of Injury: _____

How did injury occur?

Is the incident likely due to the nature of the activity?

Yes No (Please tick)

Type of activity where injury occurred: _____



First Aid

Basic First Aid was provided at the site or at the relevant learning area and no further action was taken.

Name of person providing the First Aid: _____

and/or

The injured person was sent to Reception. Time sent: _____ am/pm

Name of person attending at Reception: _____

Treatment: First Aid Sickbay Phoned Parent/Guardian to collect Ambulance
 Phoned

Other - please

state: _____

Parent / Guardian notification? Yes No

Comments regarding action taken:

Reporter Signature: _____ Date: _____

On completion of this form, please forward it to your Safety & Health Representative. Thank you.

Safety & Health Representative to complete:

Risk Rating: _____ (Please refer to Appendix E - Risk Assessment Matrix on Scholaris)

Part 2 Required? Yes No

Did this incident result in absence from work/school? Yes No If yes, days absent:

Safety and Health Representative Signature:

_____ Date: _____



ACCIDENT/INCIDENT INVESTIGATION FORM

St Mark's Anglican Community School

Part 2

Date of Investigation: _____ Time of investigation: _____

Investigation conducted by: _____

Description of Investigation: _____

Details of items or equipment involved in incident: _____

Photographs taken? Yes No

Was protective equipment required? Yes No Was it worn? Yes No

Environmental Conditions

Lighting _____ Confined
space _____

Ventilation _____ Floor
surface _____

Wind/rain _____
Temperature _____

Other conditions _____

Skills and Supervision

Skill level of person/s performing the activity _____

Was the activity being supervised? Yes No Should the activity be supervised? Yes No

Is formal training required for the activity? Yes No If yes, was it provided? Yes No

Has a similar event occurred in the School previously? Yes No Unsure

If yes, please comment on control measures taken to correct this reoccurring problem.

What immediate control measures have been taken to correct this particular incident?

Reporting

Has a Medical Certificate been supplied? Yes No

Has Rehabilitation been recommended? Yes No

Safety and Health Representative

Signature: _____

Date: _____

RISK FACTOR MATRIX		LIKELIHOOD				
		RARE 1	UNLIKELY 2	MODERATE 3	LIKELY 4	ALMOST CERTAIN 5
CONSEQUENCE	CATASTROPHIC 5	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
	MAJOR 4	MEDIUM 4	HIGH 8	HIGH 12	EXTREME 16	EXTREME 20
	MODERATE 3	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
	MINOR 2	LOW 2	MEDIUM 4	MEDIUM 6	HIGH 8	HIGH 10
	INSIGNIFICANT 1	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

CONSEQUENCE & LIKELIHOOD INTERPRETATION

CONSEQUENCE CATEGORIES

Description	Rating	Level
First Aid	Insignificant	1
Medical Treatment	Minor	2
Lost time injury	Medium	3
Extensive injuries, permanent disability/impairment	Major	4
Fatalities	Catastrophic	5

LIKELIHOOD CATEGORIES

Description	Rating	Level
The event may occur only in exceptional circumstances <i>May happen, but would be a shock</i>	Rare	1
The event could occur at some time <i>Surprised if it happens</i>	Unlikely	2
The event might occur at some time <i>Would not be surprised either way; happen or not</i>	Moderate	3
The event will probably occur in most circumstances <i>Not surprised if it happens</i>	Likely	4
The event is expected to occur in most circumstances <i>Almost expect it to happen</i>	Almost Certain	5

RISK PRIORITISATION

Suggested Actions	Risk Level
Manage by routine procedures	LOW
Responsibility & action dates must be specified	Medium
Reduce as soon as possible	High
Stop work and address risk	Extreme