Clancy Catholic College
Accident Policy

Clancy Catholic College, through its practices and policies, aims to be a school free of accidents. It acknowledges that unforeseen or unpreventable accidents may occur from time to time without anybody being at fault. If a serious accident occurs the “Critical Incident Management Procedures” are to be followed.

The Principal shall be responsible for:
- Maintaining the school plant in good and safe condition.
- Arranging for adequate supervision of students.
- Providing a fully equipped first aid kit in the main office.
- Ensuring that at least one staff member has current First Aid qualifications.
- Nominating a First Aid Officer.

Supervising teachers shall be responsible for:
- Actively supervising students at all times.

The nominated First Aid Officer shall be responsible for:
- Maintaining the first aid kit in the main office.
- Providing first aid to the injured.

PROCEDURE

In the event of injury to a student:
1. The supervising teacher shall assist the student and send for assistance if required. The nominated First Aid Officer should attend the injured student whenever possible.
2. The supervising teacher shall report any accident to the Assistant Principal.
3. The supervising teacher shall complete an Accident Report in the Accident Book, located in the main office, with as much detail as possible, date and sign it, on the same day that the accident occurs.
4. The Assistant Principal shall ensure that parents are advised immediately of any injury to their child.
5. The Assistant Principal shall arrange Ambulance transportation if transportation is necessary. The cost of the ambulance service for students is covered by Catholic Church Insurances.
6. The Assistant Principal shall arrange for a staff member to accompany the injured student in the Ambulance in the rare situation that parents cannot be contacted or attend.
7. The staff member accompanying the injured student shall remain with the student until the arrival of a parent or guardian.

In the event of injury in the classroom:
1. Contact the office via the phone in the classroom. If no phone is available, send a student to the office.
2. Wait with the student until assistance arrives.

**In the event of injury of a student outside of school:**
1. The supervising teacher shall contact the college to inform the Assistant Principal of the incident.
2. The supervising teacher shall contact a parent/guardian, or if unavailable a nominated emergency contact, will be informed as soon as possible.
3. If applicable, inform management from the venue of the incident.
4. The supervising teacher should arrange for an ambulance transportation if transportation is necessary.
5. The supervising teacher should arrange for a staff member to accompany the student in the Ambulance if parents are not available.
6. The staff member accompanying the injured student shall remain with the student until the arrival of a parent or guardian.
7. The supervising teacher shall complete an Accident Report in the Accident Book, located in the main office, with as much detail as possible, date and sign it, and if possible, on the same day that the accident occurs.

**In the event of injury to a staff member:**
1. The nominated First Aid Officer shall provide assistance to the injured staff member.
2. The injured staff member will advise the Principal or Assistant Principal immediately.
3. The injured staff member will record details of the incident in the Accident Book located in the main office.
4. The Principal to forward a notification of Injury Form as soon as possible (within 24 hours) of being aware of a workplace injury suffered by a worker.
5. The Principal will provide the injured staff member with a claim form.
6. The injured staff member will provide the Principal with a medical certificate as soon as possible.
7. The Principal will forward completed forms and medical certificate to the Catholic Education Office no later than seven days after the accident/injury.
8. The cost of ambulance service to staff members is not covered by school insurances.