

MAHANA SCHOOL PROCEDURE

ACCIDENT AND INJURY

Injuries are a community problem and some injuries to children occur at school. The following procedures set out the obligations that our school community has accepted with regard to safety of its students.

Implementation:

- **Obtaining and Storing Student Information:** essential information relating to student health will be obtained on enrolment. Parents are expected to advise the school immediately of any changes to this information. This information will be accessible to all staff that treat injured students.
- In all cases of **head injuries, serious falls or collisions**, parents/guardians or others noted on the Emergency Telephone List will be contacted. However, the first priority of the school will always be to ensure that the student receives prompt and effective medical care.
- **Access to First Aid Cabinet in Staff Room / First Aid Room:** Students are not to 'help themselves' from the First Aid cabinets, but seek adult assistance, preferably from one of the listed and qualified First Aiders.
- **Recording Injuries to Students:** an injury report will be completed for each student who requires treatment for any injury received at school. Reports are recorded in eTap under 'Sickbay.' Minor instances such as a sticking plaster can be excluded at teacher discretion.
- **Treating Injuries:** the Board of Trustees will fund the attendance of staff members at First Aid courses to be organised by the Red Cross or other recognised provider.
- For recommended hygiene procedures for dealing with blood which might be infected, for treating head injuries, fractures and severe bleeding refer to the current policy for **Dealing with Hepatitis and HIV/AIDS**.
- **Referring Students to Medical Care:** If teachers are in any way concerned about a student's injuries or illness, the parents should be contacted. If in doubt, refer the student. Where it is quite clear there is a problem, immediate assistance should be sought – ambulance, phone call to Mapua Medical Centre 5402211, and / or pupil to be taken to the Medical Centre.
- **Reducing Hazards:** Reducing hazards around the school will be a priority. The report on injuries that have occurred around the school will be used to identify these hazards. In addition, the school community will be encouraged to report hazardous environments and activities so that modifications to reduce injuries can be made promptly.
- Judgement will be carefully exercised before any activity, object or feature is deemed to be 'hazardous'. We do not want our school environment to become over sanitised and sterile.

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