



## Accident Management Policy

### Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

### Background

Edmund Rice Education Australia (EREA), as St Patrick's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students.

**Student** includes any person enrolled in the College, either as a day pupil or as a boarder.

This policy follows the authority provided in the Occupational Health and Safety Act and has been developed with review by an external medical authority.

### St Patrick's College's Policy

St Patrick's College is committed to the safety of its staff, students and any other person affected by its activities. From time-to-time, there may be an incident involving staff, students and visitors to the College which may result in urgent medical treatment.

The **Student** includes any person enrolled in the College, either as a day pupil or as a boarder.

If a person requires urgent medical treatment whilst at the College, it is our policy that:

- In any life-threatening situation, the welfare of the person is paramount and must be given immediate priority.
- The College implements any immediate risk management measures including securing the site and evacuating, as required and outlined in our Critical Incident (Emergency Situations) Response policy.
- The College provides appropriate first aid facilities.
- The College shall use appropriately trained staff who will provide a high level first aid service, and ensure that teaching staff who assist have appropriate first aid training.

AND

If the injured person is a student:

- the student's parents/guardians must be notified as quickly as possible.
- where their parent/guardian is unable to be contacted, or attend the College, or in the case of Overseas students and boarders, staff may accompany the student to the doctor or hospital.



AND

If the injured person is a staff member:

- The College will provide or organise safe transport and care of the staff member to and from medical treatment as appropriate.
- Emergency contacts will be notified as soon as possible.

AND

If the injured person is a visitor to the College:

- The College will provide or organise safe transport and care of the visitor to and from medical treatment as appropriate.
- Depending on the age of the visitor, parents/guardians or emergency contacts will be notified, if possible.

In all cases:

- The College will immediately advise the safety regulator where serious injury, death or a serious near miss occurs, as per notifiable safety incident requirements.
- The College will report hazards that may have led to the injury or illness using CompliSpace Assurance to ensure that an investigation occurs, and effective corrective measures are implemented.
- The College will secure the site for investigation if deemed necessary by the safety regulator.

### **Management of Ongoing Medical Conditions**

For specific ongoing medical conditions, refer to our:

- Allergy Awareness policy
- Bites and Stings policy
- Chemical Spills policy
- First Aid policy
- Hazardous Substances policy
- Infectious Diseases policy
- Needles and Syringes policy.

### **Major Accident or Life-Threatening Situation**

Where there is a major accident or life-threatening situation, the first staff member on the scene who is not suffering an injury is responsible for:

1. Checking for immediate danger to themselves or others.
2. Immediately arranging for first aid treatment and/or transport to medical treatment, if required (refer to our First Aid policy).
3. Securing the scene if necessary and safe to do so, and/or evacuating the area to prevent further risk of injury or damage.
4. Where possible, the College nurse, or a member of staff with appropriate first aid training, will lead the initial treatment of the student until more specialised medical personnel are available.



5. Arranging for notification as outlined below, and the injured person to be accompanied to hospital as follows:

If the injured person is a student:

- the student's parents/guardians must be notified as quickly as possible.
- where their parent/guardian is unable to be contacted, or attend the College, or in the case of Overseas students and boarders, staff may accompany the student to the doctor or hospital.

If the injured person is a staff member:

- The College will provide or organise safe transport and care of the staff member to and from medical treatment as appropriate.
- Emergency contacts will be notified as soon as possible.

If the injured person is a visitor to the College:

- The College will provide or organise safe transport and care of the visitor to and from medical treatment as appropriate.
- Depending on the age of the visitor, parents/guardians or emergency contacts will be notified, if possible.

6. Where there has been a 'serious incident', as defined in our Occupational Health and Safety Program, preserving the scene. The only exemptions are to assist an injured person, remove a deceased person, make the site safe or to minimise the risk of a further serious incident, or if requested by the Police.

7. Reporting the incident using our online Injury and Incident Notification form in CompliSpace Assurance as soon as practicable. (This will immediately alert our OHS Manager. The OHS Manager will immediately notify the relevant safety regulator if it is a safety incident).

### **Urgent but not Life-Threatening Situation**

Where there is an urgent but not life-threatening situation, the first staff member on the scene who is not suffering an injury, is responsible for:

1. Checking for immediate danger to themselves or others.
2. Immediately arranging for first aid treatment and/or transport to medical treatment, if required (refer to our First Aid policy).
3. Securing the scene if necessary and safe to do so, and/or evacuating the area to prevent further risk of injury or damage.
4. If appropriate, using the College's First Aid Office for the initial treatment of the injured person requiring first aid or emergency care at the College:
  - Where possible, the College nurse, or a member of staff with appropriate first aid training, will lead the initial treatment of the student until more specialised medical personnel are available.
  - The College nurse, or a member of staff with appropriate first aid training should determine whether it is appropriate to bring the injured person to the First Aid Office or directly to hospital by calling an ambulance after the initial assessment.



5. Arranging for notifications as outlined below, and the injured person to be accompanied to hospital as follows:

If the injured person is a student:

- the student's parents/guardians must be notified as quickly as possible.
- where their parent/guardian is unable to be contacted, or attend the College, or in the case of Overseas students and boarders, staff may accompany the student to the doctor or hospital.

If the injured person is a staff member:

- The College will provide or organise safe transport and care of the staff member to and from medical treatment as appropriate.
- Emergency contacts will be notified as soon as possible.

If the injured person is a visitor to the College:

- The College will provide or organise safe transport and care of the visitor to and from medical treatment as appropriate.
- Depending on the age of the visitor, parents/guardians or emergency contacts will be notified, if possible.

6. Reporting the incident using our online Injury and Incident Notification form in CompliSpace Assurance as soon as practicable. (This will immediately alert our OHS Manager. The OHS Manager will immediately notify the relevant safety regulator if it is a safety incident).

### **Death of a Person on College Grounds**

In the case of the death of a person on College grounds, the first staff member on the scene who is not suffering an injury, is responsible for:

7. Checking for immediate danger to themselves or others.
8. Immediately contacting emergency services/Police on 000.
9. Immediately arranging for first aid treatment if unsure if the person is dead. Continuing to perform CPR until emergency services or Police arrive and instruct otherwise. If in any doubt as to death of the person, treat the accident as a Major Incident or Life-Threatening Situation until emergency services or Police arrive.
10. If certain of death, the body should be covered and NOT touched. The immediate area should then be isolated with a staff member remaining with the deceased until emergency services arrive.
11. Arranging for notifications as follows:
  - If the injured person is a student, the student's parents/guardians must be notified as soon as practically possible.
  - If the injured person is a staff member, emergency contacts will be notified as soon as practically possible.
  - If the injured person is a visitor to the College, depending on the age of the visitor, parents/guardians or emergency contacts will be notified as soon as practically possible.



12. Reporting the incident using our online Injury and Incident notification form in CompliSpace Assurance as soon as practicable. (This will immediately alert our OHS Manager. The OHS Manager will immediately notify the relevant safety regulator if it is a safety incident).

## Flow Diagram

A flow diagram of our Accident Management Procedures is available [here](#).

## Staff Responsibilities

All staff are responsible for ensuring that:

- the welfare of the injured or ill person is paramount and is dealt with as an immediate priority, and
- safe transport and care are provided to any injured or ill people when required.

If a staff member is the first person on the scene or assisting the first person on the scene, they are responsible for:

- if the injured person is a student, notifying their parents/guardians as soon as practically possible
- if the injured person is a staff member, notifying their emergency contacts as soon as practically possible
- if the injured person is a visitor to the College, depending on the age of the visitor, notifying their parents/guardians or emergency contacts as soon as practically possible.

If a staff member is the OHS Manager, the safety regulator is immediately advised where serious injury, death or serious near miss occurs.

## Implementation

This policy is implemented through a combination of:

- implementation of our First Aid policy
- staff training with respect to urgent medical treatment and incident management
- effective incident notification procedures
- effective communication procedures
- effective record keeping procedures, and
- initiation of remedial actions where necessary.

## Discipline for Breach of Policy

Where a staff member breaches this policy, St Patrick's College may take disciplinary action.

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## Status of Policy

This policy has been developed by Complispace.



This policy was extracted from the CompliSpace portal on 7 July 2021.

This policy has been endorsed by the College Advisory Council on [date].

This policy is due to be updated in 12 months from the date endorsed by the College Advisory Council unless required earlier.