



## **ACCIDENT MANAGEMENT POLICY**

### **1 URGENT MEDICAL TREATMENT**

From time to time, staff, students and visitors to the school may require urgent medical treatment following a medical condition or an accident.

### **2 MINARET COLLEGE'S POLICY**

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

- a) In any life threatening situation the welfare of the person is paramount and must be dealt with immediate priority;
- b) A student's parents/carers should be notified as quickly as possible;
- c) The school shall provide appropriate first aid facilities;
- d) The school shall employ appropriately trained staff who will provide a high level first aid service, and ensure that teaching staff have appropriate first aid training.

### **3 PROCEDURE**

- a) The following procedures shall be followed:
- b) In the case of a major accident or life threatening situation (Code Red), an ambulance will be called immediately and the person accompanied by Minaret College staff to hospital if the child is under 16 years of age;
- c) In the case of urgent, but not life threatening situations (Code Green), Minaret College has a sick bay which may be used for the initial treatment of a student requiring first aid or emergency care at school;
- d) In the case of the death of a person on school grounds (Code Black), 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.
- e) Where possible the school nurse, or a member of staff with appropriate first aid training, shall lead the initial treatment of the student until more specialised medical personnel are available;
- f) Parents/carers shall be notified of any injuries or illness requiring urgent treatment as soon as practically possible; and
- g) Where a parent/carer is unable to be contacted, or attend the school to collect the student, Minaret College staff may accompany the student to the hospital.

#### **4 STAFF RESPONSIBILITY**

All staff are responsible to ensure that:

- a) The welfare of the student is paramount and is dealt with immediate priority; and
- b) Parents/carers are contacted as soon as practically possible.

#### **5 IMPLEMENTATION**

This policy is implemented through a combination of:

- Staff training with respect to urgent medical treatment;
- Effective incident notification procedures;
- Effective communication procedures; and
- Effective record keeping procedures

#### **6 DISCIPLINE FOR BREACH OF POLICY**

Where a staff member breaches this policy Minaret College may take disciplinary action.

#### **7 RELATED POLICIES**

- First Aid Policy

#### **DOCUMENT CONTROL**

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