



## **HUME CENTRAL SECONDARY COLLEGE**

### **CRITICAL INCIDENT POLICY**

#### **POLICY PURPOSE**

All students have the right to feel safe and know that they will be attended to in an efficient and timely manner in the event of an incident, injury, trauma or illness whilst at school.

#### **AIM**

- To ensure the safety and wellbeing of staff, students and visitors, within the school, through proper care and attention in the event of an incident, injury or trauma.
- To make every attempt to ensure sound management of the event to prevent any worsening of the situation and complete reports on each event that will be signed by the Principal.
- Parents or emergency contacts will be informed immediately where the incident, injury or trauma is deemed serious and all serious incidents will be reported to the relevant authorities.

#### **IMPLEMENTATION OF PROCEDURES**

- Parents will be required to supply the contact number of their preferred doctor or dentist, Medicare number and expiry date.
- Staff will be required to supply two contact numbers in case of an emergency or accident, involving themselves.
- If a child, educator or visitor has an accident while participating in a school program they will be attended to immediately by a staff member who holds a first aid certificate.
- In the case of medication being required in an emergency without prior consent of the parents/guardians, staff are to secure verbal consent from parents/guardians over the phone or gain consent from a medical practitioner.
- Anyone injured will be kept under adult supervision until they recover and an authorised person takes charge of them.

#### **In the case of a major incident at the College requiring more than basic first aid, the first aid attendant/Principal will:**

1. Assess the injury, and decide whether the injured person needs to be attended by local doctor or whether an ambulance should be called.
2. If the injury is serious the first priority is to get immediate medical attention. Although parents or emergency contacts should be notified straight away. If not possible, there should be no delay in organizing proper medical treatment. A staff member can keep trying to contact the parents or emergency contacts in the meantime if available.
3. Attend to the injured person and apply first aid as required.
4. Staff will ensure that disposable gloves are used with any contact with blood or bodily fluids as per the hygiene policy.
5. A staff member will stay with the injured person until suitable help arrives, or further treatment taken.
6. Staff will try to make the injured person comfortable and reassure them that they will be OK and their parent/guardian will be on their way.
7. If an ambulance is called and the injured person is taken to hospital a staff member will accompany the injured person and take the injured person/child's medical records with them, if a parent/guardian/emergency contact person has not presented to the school prior to the ambulance departing from the school.
8. Complete a CASES21/Edusafe accident report and a report for the regulatory authority.

#### **The other responsible staff will:**

1. Notify parent/guardian or emergency contact person immediately regarding what happened and the action that is being taken including clear directions of where the child is being taken (e.g. hospital). Every effort must be made not to panic the parent/guardian or emergency contact and to provide minimal detail regarding the extent of the injuries.
2. Ensure that all blood or bodily fluids are cleaned up in a safe manner providing it is not a Worksafe incident in which case the area must be left untouched. The area will be isolated from all persons until a Worksafe inspection has been carried out.
3. Ensure that anyone who has come in contact with any blood or fluids washes their hands in warm soapy water.
4. Try to reassure all involved and keep them calm, keeping them informed about what is happening, and away from the injured person.



**Accidents which result in serious injury (including death) to a student/staff member must be reported to:**

- An ambulance service
- The police
- Parent/Guardian/Emergency contact
- Regulatory Authority

The College will notify the parent/guardian/Emergency contact that a serious incident has happened and advise them to contact the relevant medical agency. Only a qualified medical practitioner can declare a person dead and therefore staff should ensure the parent/guardian are only advised that the injury is serious and refer them to the medical agency (i.e. hospital) where the child has been taken.

This information should be provided in a calm and extremely sensitive manner.

The site of the accident should not be cleared or any blood or fluids cleaned up until after approval from the Police.

All other children should be removed away from the scene and if necessary parents contacted for early collection of children. The children should be reassured and notified only that a serious incident has occurred.

**Death or Serious Injury to a child or staff member**

Staff members must be prepared to handle all incidents in a professional and sensitive manner. In the event of tragic circumstances such as the death of a child or staff member, staff will follow guidelines as set out below to minimize trauma to the remaining staff and children at the school.

In the event of the death occurring at school, a clear emergency procedure will be maintained for the other children.

**Reporting of Serious Incident, Injury and Trauma**

All serious incidents, injury or trauma will be recorded within 24 hours of the event occurring. The person’s parent/guardian or emergency contact must be notified of any accident or injury that has occurred to the person injured as soon as possible and no later than 24 hours after the event.

The Principal is responsible for ensuring that in the event of a serious incident the regulatory authority.

It may not be until sometime after the incident that it becomes apparent that an incident was serious. If that occurs, the Principal must notify the regulatory authority within 24 hours of becoming aware that the incident was serious.

**How to decide if an injury, trauma or illness is a ‘serious incident’?**

If the advice of a medical practitioner was sought or the child attended hospital in connection with the injury, trauma or illness, the incident is a ‘serious one’ and the regulatory authority must be notified.

An injury, trauma or illness will be regarded by the service as a ‘serious incident’ if more than basic first aid was needed to manage the injury, trauma or illness and medical attention was sought for the person injured, or should have been sought, including attendance at hospital or medical facility for further treatment.

**REVIEW**

This policy will be reviewed as required or due to changes in regulations or circumstances.

Date Reviewed	To Be Reviewed	College Council
September 2019	Annually	Not required to be endorsed at College Council
Incorporated with the Annual Emergency Management Plan EMP		