

## **MONTAGUE CONTINUING EDUCATION CENTRE**

100 Montague Street  
South Melbourne 3205  
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# **INJURIES TO STUDENTS POLICY**

### **Purpose:**

As part of our commitment to the safety and wellbeing of children and young people we recognise the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

Montague staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The school's Child Safety Code of Conduct is available on the school's website.

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

### **Aims:**

To administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, whilst attempting to eradicate or at least minimise injuries to students at school.

### **Implementation:**

- All injuries to students must be attended to, no matter how apparently minor.
- A first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the office.
- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR and Anaphylaxis qualifications.
- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be checked by a staff member at regular intervals.
- All injuries that occur during class time will be referred to the administration staff who will manage the incident, all injuries that occur during recess or lunch breaks, will be referred to the teacher on duty in the first aid room.
- An up-to-date confidential register located in the office will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.

- No medication including headache tablets will be administered to children who have suffered an injury.
- Parents of all children who receive first aid will be notified of the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Accidents are to be investigated. This may result in modifications to a work or play area.
- All injuries will be managed in line with the Accident and Incident Reporting Policy. Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Regional Director and Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and reference should be made to the school's Incident Management policy.
- School Council president to be informed of serious injuries suffered by students.

### **Policy evaluation and review:**

To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework. The review will be part of the school's 3-year review cycle and will include input from students, parents/carers and the school community.

This policy was last ratified by School Council

**September  
2016**