Alexandria Park Community School
Injury Policy
2011-2013

Part 1: Injury to School Student

Injury Policy and Procedures

In the case of an accident to a school student in class, in the playground, at sport or while attending any school approved activity, on an excursion or school camp, it is the responsibility of the teacher who is directly supervising the student at the time, to complete the accident report documentation. If the accident occurs in the playground before school, during a recess or lunch break a statement is required from both the first staff member on the scene and the teacher on playground duty in that assigned area.

The staff member responsible for the accident report needs to complete the following documentation:

- Obtain witness statements from at least 3 students at the scene (where possible). These statements are to be completed by the students independently of each other on the approved form. Please give the students guidance on how to complete the statement. (Have full details; names; areas etc. Spelling is not important as long as the word is clearly identifiable). If the student has great difficulty in writing, you can take a verbal statement and fill out the form yourself - read it back to the student to ensure it is exactly what they wanted to say and have them sign and date it.
- A map of the area where the accident occurred.
- A statement from the school first aid officer and any other staff member who assisted at the scene of the accident or who assisted with first aid treatment.
- A copy of the playground duty roster for that day. (If accident occurred during a break)
- If the accident occurs on an excursion, a copy of the organisation for the excursion/activity which was given to students/parents as part of the organisation and the original of the completed permission note issued to the injured student as part of the activity or excursion. (Please retain these to ensure this is available).
- If the student was injured as a result of being involved in a game/sport, a written statement of the verbal rules given to the participants prior to the accident is required as part of the staff member’s statement.
- When you have the documentation complete, give it to the Deputy Principal.
- The Deputy Principal will complete and:
  - Attach any documentation relating to any investigation (including copy of suspension letter if applicable)
  - Complete a work cover form for any student who is absent for 7 consecutive days as a result of an injury.
N.B: For your legal protection, at no time admit any liability or make any statement (verbal or written) regarding blame or procedure at the accident scene or after the injured students has been taken for treatment.

If the injury is the result of violence, or in your judgement there is a need for disciplinary investigation of the matter, please report this to one of the Deputy Principals, Executive staff or the Principal as a matter of urgency, then complete the accident documentation.

The documentation will then be filed in the store room with other archival material at the end of the year.

**Part 2: Accident and Injury to A Staff Member**

Any accident needs to be reported to the Principal as soon as possible as there is required documentation that must be completed within 48 hours.

The following guidelines are listed to help you understand the process in case of an injury.

- If the injury is minor and you need no time off work or medical attention, have the accident details recorded in the workplace injury notification book. This is located in the clerical office. Please liaise with the Senior Administration Manager or the Principal for all matters relating to injury documentation.
- Workcover needs to be notified within 48 hours of any injury requiring medical attention or time of work. This is also the case for an injury that may result from an accident travelling to and from work. The Senior Administration Manager has the necessary forms for you to complete.

If you require medical attention as the result of the injury, ensure you receive a Work Cover Medical Certificate from the treating doctor or hospital. Please ensure that the Senior Administration Manager receives this documentation as soon as possible.