



# Timaru Christian School Procedures

## HS17 – Accidents, Illness and Injury

### Managing Minor/Moderate Injury

#### Minor Injury

If a student sustains a minor injury, take them to the sick bay and inform the office, if necessary. After treatment the student can return to the class or playground. Record the injury and any treatment in the first aid log.

If it is a head injury, you must contact the parent(s) and notify the principal. The student will need to be monitored for delayed concussion.

#### Moderate Injury

Take the student to the sick bay and inform the office, if necessary. Administer first aid as appropriate. Collect the names of any witnesses to the incident.

Record the time entering and exiting the sick bay in the log on the office administrator's wall.

If it is a head injury, you must contact the parent/s and notify the principal. The student will need to be monitored for delayed concussion. Moderate injuries require parents to be notified.

If the student requires attention from a doctor, or to rest for an extended period, ask the parent/s to collect the student. The principal or another teacher may need to take the student to a doctor or medical centre if the parents cannot be contacted.

No student is sent home unless a caregiver has been contacted and permission given for the student to leave. The office staff or principal is informed in every case, and the principal needs to give approval for a student to be sent home.

**Note:** No medication may be administered to a child without parental consent. Paracetamol may be given with written or verbal consent from a parent.

Record the injury and any treatment in the first aid log.

**Note:** Any bite inflicted by a student must be washed, and seen by a doctor as soon as possible if the skin has been punctured. Contact the bitten student's parents.



# Timaru Christian School Procedures

## Managing Serious Injury

**Note:** Always follow the correct procedure for dealing with blood and other body fluids.

Comfort the patient but **do not** move them, or leave them unattended. Assess the scene to ensure your own safety and that of the first aiders. Keep calm.

Ask for help to:

- Summon the trained first-aiders
- Call an ambulance, if necessary. **Do not hesitate to do this.**
- Prevent further injury if a hazard was involved, for example, direct traffic away.
- Notify the principal
- Secure the scene
- Record names of witnesses
- Keep unnecessary people away from the site.

If the injured person is a student, contact their caregivers as soon as possible.

Record and report as appropriate.

The chairperson of the board of trustees must be notified in the event of a death or serious harm injury. Depending on the seriousness of the accident, and its effect on the school community, the school may need to employ the Crisis Management Plan.

### Definition of a Serious Harm

Examples of serious harm injuries include:

- amputation of a body part
- burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
- loss of consciousness from lack of oxygen
- loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance
- any harm that causes the person harmed to be hospitalised for a period of 48 hours or more, commencing within seven days of the harm's occurrence
- any of the following conditions that causes permanent loss of bodily function, or temporary severe loss of bodily function:
  - respiratory disease
  - noise-induced hearing loss
  - neurological disease
  - cancer
  - dermatological disease
  - communicable disease
  - musculoskeletal disease
  - illness caused by exposure to infected material
  - poisoning
  - vision impairment
  - chemical or hot metal burn of eye
  - penetrating wound of eye

Date of last review: Term 1, 2018

Date of next review: Term 4, 2020

Signed \_\_\_\_\_



# Timaru Christian School Procedures

- bone fracture
- laceration
- crushing.

## Dealing with Blood and Other Body Fluids

There are recognised risks from coming into contact with moist body substances (blood and other body fluids). Several diseases can be contracted from infected blood or body fluids, including AIDS and hepatitis B.

To keep safe, follow this rule: **don't touch until there is a barrier between you and the spill.**

All moist body substances should be treated as potentially infectious. They include:

- blood spills: all cuts, abrasions or punctures to the skin or mucous membranes
- menstrual, nose, and anal bleeding
- vomit
- saliva
- urine and faeces.

All staff must be aware of the procedures to use when dealing with moist body substances, both in attending to the child, and cleaning up afterwards.

The school must provide the necessary equipment, i.e., disposable gloves, cleaning materials and fluid. Staff should cover any cuts they have, especially those on their hands or arms.

## Dealing with moist body substances:

- Whenever possible, get the patient to deal with their own blood spill. Instruct them quietly and firmly to apply a band aid, hanky, towel or jersey to the area, and to apply pressure and elevate the bleeding area if possible.

Do **not** let a student attend to another student's injury.

- Use disposable gloves and wash your hands thoroughly with soap and water after you remove the gloves. If you don't use disposable gloves, thoroughly wash your hands, lower arms and anywhere else that has been in contact with or splashed by blood, after handling blood.

Avoid contact with blood if your hands or lower arms have open cuts or unhealed wounds.



# Timaru Christian School Procedures

- Keep people away from body fluid spills.

## Cleaning up:

- Put the used gloves and any cotton wool, gauze, etc., that has had contact with moist body substances into a plastic bag and seal it for disposal.
- Wash off any spills on your skin with water or diluted bleach solution (1:10).
- Wipe down the benches or other affected areas with cold or tepid tap water and then with diluted bleach solution (1:10).
- Wash carpeted areas with soap and water.
- Wash scissors or other instruments thoroughly in cold tap water to remove any blood before sterilising them by either boiling for at least 10 minutes, or soaking for 30 minutes in diluted bleach solution (1:10).

## First Aid

Staff are encouraged to keep their knowledge of first aid procedures up to date.

Any first aid given to a student must be recorded in the first aid log.

See Managing Minor/Moderate Injury.

## First Aid Kits

A first aid kit is kept in the sick bay, along with a current first aid manual, a list of staff with current First Aid Certificates, and a list of student conditions.

First aid kits should contain gloves, disposable wipes, and plastic bags for contaminated waste. Ice packs are kept in the freezer in the staffroom.

## Travelling First Aid Kits

The school maintains a small travelling first aid kit which must be uplifted by any teacher taking a class on a visit away from school. Any items used during an outing should be recorded and the school secretary notified on return so that they can be replaced.

## Notifying Parents

Notifying parents in the event of an injury has two purposes:

- 1) It keeps parents informed.
- 2) It protects the school by allowing the parent to come and see for themselves how the child is, and whether further action is necessary.

The school has family and emergency contact numbers filed in the office and available on the school's computerised student files. Parents must be contacted if their child has received a head or spinal injury.

When in doubt, contact the parents.

**Note:** The accident report should state **who** will contact the parents and should be initialed when they have been contacted.



# Timaru Christian School Procedures

## Reporting and Recording Accidents and Incidents

Each school maintains an accident register which includes reports of all accidents and near misses to students and staff. It is not a separate form, it is the collection of pages of the first aid log, accident investigation forms, and notifications of serious harms. At this school the accident register is maintained by each teacher and kept in the SchoolMaster admin system.

All serious harm incidents, or near misses that could have caused a serious harm, must be reported to the Department of Labour.

The chairperson of the board of trustees must be notified in the event of a death or serious harm injury. Depending on the seriousness of the accident, and its effect on the school community, the school may need to employ the Crisis Management Plan.

### Accidents and incidents are recorded as follows:

<b>Students</b>	
Minor (not reported to parents)	record in the first aid log
Moderate (reported to parents)	record in the first aid log
<b>Serious harm accidents</b> (reported to parents)	record on a Notification of Serious Harm form and report to Worksafe via their online reporting system - <a href="https://worksafe.govt.nz/notify-worksafe/">https://worksafe.govt.nz/notify-worksafe/</a>
Reporting to Worksafe is the responsibility of the principal.	The Board of Trustees need to be informed if a serious incident occurs.

**Contact Centre: 0800 20 90 20**

<b>Employees</b>	
Minor	record in the first aid log
Moderate	record on the accident investigation form
<b>Serious harm</b>	record on a Notification of Serious Harm form and report to Worksafe via their online reporting system - <a href="https://worksafe.govt.nz/notify-worksafe/">https://worksafe.govt.nz/notify-worksafe/</a>
Reporting to Worksafe is the responsibility of the principal.	The Board of Trustees need to be informed if a serious incident occurs.. <b>Note:</b> This applies whether the employee is at work, or in another place as part of their work, for example, on a school camp or with a sports team.



# Timaru Christian School Procedures

<b>Visitors and Contractors</b>	
Moderate	record on the accident investigation form
<b>Serious harm</b>  Reporting to Worksafe is the responsibility of the principal.	record on a Notification of Serious Harm form and report to Worksafe via their online reporting system - <a href="https://worksafe.govt.nz/notify-worksafe/">https://worksafe.govt.nz/notify-worksafe/</a>  The Board of Trustees need to be informed if a serious incident occurs.

**Note:** If a hazard is identified through an accident or near miss, a hazard identification form must be completed. If the hazard is not eliminated, it must be entered on to the hazard register.

## Illness

**Note:** Always follow the correct procedure for dealing with blood and other body fluids.

If a student is, or becomes, ill at school, take them to the sick bay and inform the office. Contact the parent/s and arrange for the student to be collected from school. No student is sent home unless a caregiver has been contacted and permission given for the student to leave. The office staff or principal is informed in every case, and informs the teacher if a student from their room is sent home.

**Note:** No medication may be administered to a child without parental consent. Paracetamol may be given with verbal consent from a parent.

Follow infection control procedures, including implementing heightened hygiene practices in the event of a significant viral outbreak such as norovirus or influenza.

See the Pandemic section for more information if the illness occurs during a Yellow Alert in a pandemic.