



Francis Jordan Catholic School

Peterborough Drive, Currambine WA 6028

www.fjcs.wa.edu.au

STUDENT INJURY AND ILLNESS PROCEDURES

All head injuries

Parents/guardians should be contacted for any head injury regardless of the nature or how serious/minor the injury may seem. Advising the parent/guardian then allows for a decision to be made as to whether they should take their child for assessment or not.

Any injury deemed serious by staff member on duty/in class

1. **ON DUTY** - Staff member to send 'Red Medical Alert' card to administration with 2 students (Year 1 – 6) and 2 staff will bring the first aid kit and hands-free telephone
2. **IN CLASS** – telephone administration and staff member will bring the first aid kit
3. Staff member will collect first aid kit and take it to student (PK, K, PP)
4. Ambulance to be called in an emergency (if a parent is not available to accompany the student in the ambulance, a staff member will accompany the student)
5. Administration and Principal to be advised
6. Administration to contact parent/guardian to explain the situation. **If the administration staff have any doubts about the seriousness of the injury, stress to the parent that their child must be picked up as we are concerned and are not medical officers.**
7. Document incident
8. Occupational Safety Health Officer to be notified

GRAZES, BUMPS, MINOR INJURIES OR ICE PACKS

1. Staff member on duty/in class sends student to administration with 'ice-pack card'
2. Administration staff administer first aid and send them back to class/play
3. **If the administration staff have any doubts about the seriousness of the injury parent/guardian should be contacted, stress to the parent that their child must be picked up as we are concerned and are not medical officers**
4. Administration must record injury in Minor Accident Book (held in first aid room)

Illness

1. Classroom teacher sends a green Sick Form with the student and a friend to administration. (student needs to bring schoolbag)
2. Administration staff contact parent/guardian and inform them to pick up their child
3. If the parents are unable to be contacted the student will be placed in the first aid room. Administration staff will attempt to contact the parents on an ongoing basis
4. The Administration Officer must check on the student regularly to assess the situation

5. If the teacher wishes to supervise the student in the classroom until contact can be made, then this is another option

Reviewed: 2017

Reviewed: 2019

Reviewed: 2021

To be reviewed: 2023