



# Oakleigh Grammar

<b>Policy Document Name</b>	<b>Illness or Injury at School Policy</b>
<b>Date Ratified by Management Committee</b>	July 2021
<b>Date for Review</b>	July 2024

## 1. Preamble

This policy is designed to support staff in the event of an injury or illness occurring at School, including for camps, excursions and tours.

This policy is to be read in conjunction with Oakleigh Grammar Policy Camps, Off-site and Excursions Policy.

## 2. Response

In the event of illness or injury occurring at school, staff will make an on-the-spot judgment regarding further action.

1. If the illness or injury is judged to require immediate medical attention, then:
  - a. An ambulance is called
  - b. Using personal contact details supplied to the school, the parent/authorised contact person will be notified of incident and whereabouts of child as soon as practical
  - c. Upon the Principal's discretion a staff member may accompany a student transported by emergency services when one or more of the following applies:
    - a parent/guardian or emergency contact person cannot do so
    - the age or development of the student justifies it
    - the student chooses to be accompanied
    - alternative supervision for remaining students can be arranged.
2. If the illness or injury is judged not to require immediate medical attention, then the staff member will follow first aid procedure, then:
  - a. Using personal contact details supplied to the school, the parent/authorised contact person will be notified of the incident and whereabouts of the child
  - b. A parent/authorised contact person will come and collect the child from school. In this case, the parent/authorised contact person is to provide an estimated arrival time.
3. If the child's condition deteriorates after the parent/authorised contact person has been contacted, and before they arrive, an ambulance may be called.
4. All major incidents are recorded on the Incident Notification Form which is checked by the Deputy Principal – Operations and Principal

## **Related Policies**

- Victorian Department of Education Medical Emergencies
  - Requirements for staff members attending Camps and Excursions Policy
  - Camps, Off-site and Excursions Policy
  - Anaphylaxis Policy
  - Asthma Policy
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