**ACCIDENT POLICY**

The College is responsible for protecting students from injury. Therefore the College plant must be maintained in good order and safe condition and arrange for adequate supervision of students. To do this, he needs the active cooperation of all staff.

**ACCIDENT PROCEDURES**

**To Staff**

Any accident involving a member of staff on official duty should be reported to the Headmaster without delay. Such a record is necessary to support any future application for Worker’s Compensation. An Accident Report form must be completed. The report book is held by the Bursar.

**To Students**

When an accident occurs at College or in the course of any activity where it is required that students be under supervision of a teacher, the following must be observed:

- Render whatever first aid is necessary and possible and advise the Headmaster (for serious injuries) at the earliest opportunity.
- Ask the Front Office to contact parents/guardians if possible before calling for an ambulance or conveying the injured student to hospital or a medical centre.
- If the injury appears to be serious, call for an ambulance, send for help form the office or from any member of staff with the necessary knowledge and skill. At this stage it is necessary to inform the Deputy Headmaster. A staff member or next of kin (a brother) are to accompany the student to the hospital.
- If the injury involves the head, neck, back or limbs, leave the injured person on the ground and make him/her as comfortable as possible.

When all possible aid has been rendered to the accident victim, the following matters must be attended to by the supervising teacher:

- The accident must be recorded in the Student Accident Report book which is held in the front office.
- The Deputy and/or Year Co-ordinator should be informed of the accident.

The Deputy and/or Year Co-ordinator will then:

- Investigate the circumstances of the accident.
- Obtain written reports from two reliable witnesses (if available). These reports are to be signed and dated and must show the age of the witness.
- A written report is to be obtained from the accident victim (if practicable).
- Prepare the supervising teacher’s report on the accident and the action taken. When preparing accident reports teachers should bear in mind that these documents may be produced in court in the event of legal action and so should set out all relevant information, neatly and accurately.

In the event of an accident, the Accident form can be obtained from the front office.

December 2008