1.2.5.2 Accidents and first aid

Policy All accidents, no matter how minor, that occur at campus must be reported to the Campus Manager immediately the accident/incident occurs, and to the Head of School if they occur at National Office. All accidents must be recorded in the accident register. All campuses and National Office will keep a comprehensive first aid kit at reception. Each campus must have at least one staff member with a current First Aid certificate.

Responsibilities

All staff at campus are responsible for reporting accidents or incidents to the Campus Managers, or Campus Administrator immediately the incident occurs, no matter how minor.

All staff at National Office are responsible for reporting accidents or incidents to the Head of School immediately the incident occurs, no matter how minor.

The Campus Administrator is responsible for ensuring all accidents are recorded in the Accident register immediately after the event.

The Campus Manager/Head of School is responsible for ensuring that at least one staff member has a current First Aid certificate.

Procedures

All injuries incurred at work must be notified to the person in charge and recorded in the accident register.

Gloves must be worn when dealing with situations where bleeding occurs. Unless the injury is minor, the injured person should not be moved until experienced help is obtained.

If hospital or medical treatment is sought, the employee should obtain a certificate outlining the extent of the injury and any time off work required.

Procedures associated with accidents are reviewed during the Compliance audit.

Supporting evidence

Accident register.