

RESPONDING TO A PLAYGROUND INJURY/INCIDENT



HARRISON
SCHOOL

Key points:

All actions and conversations are based around the school values.

At times staff may need to use selected intervention – recognising children need their own space to work out a problem. If assistance is required, use the emergency card in bum bag. Students who need assistance or help are to look for Playground duty staff who will be wearing a red hat.

Actions: Injury

- Refer student to first aid (front office), if needed. (use another student to assist, if needed). If the student has been hurt by another student through inappropriate action-please refer to front office for first aid and reporting (if needed).
- Use emergency card in bum bag for when a student should not be moved.
- An ETD Accident and Incident Report form to be completed when a student is injured and required first aid from the front office. Front Office will determine if ETD form needed and Trish will follow-up with staff that were on duty at the time.

Incident

- Record name of student/s involved and class on in-school incident report
- Inform an executive teacher or Deputy Principal as soon as possible
- Violence is not tolerated. Use emergency card for assistance. Refer to Deputy Principal or Team leader.

Communicating With Parents About A Playground Incident.

This could be the Homeroom Teacher or an executive, depending on the situation and if the student has a Positive Behaviour Support plan.

- If the student attended the front office and the student is requiring additional medical advice (head injury, possible fracture or concerned due to symptoms) - a phone call will be made to parents by the front office. This may be by the First Aid Officer or Executive.
- If the student attended the front office and the student has been injured through inappropriate actions- Executive or Homeroom Teacher to contact parents.
- If the student did not attend the front office and the student has been injured through inappropriate actions, then the executive or Homeroom Teacher will contact parents.
- However, if you are the home room teacher and you aware of an incident and you see the parents in the afternoon, please mention the incident and that you or your team leader will be following up and will contact later.

Everyone's safety is everyone's responsibility.