



# Accident Management Policy

## Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe



AND

If the injured person is a student:

- x The student's parents/guardians must be notified as quickly as possible
- x Where their parent/guardian is unable to be contacted, or attend the College in the case of Overseas students and boarders, staff may accompany the student to the doctor or hospital.

AND

If the injured person is a staff member:

- x The College will provide or organise safe transport and care of the staff member to and from medical treatment as appropriate
- x Emergency contacts will be notified as soon as possible.

AND

If the injured person is a visitor to the College:

- x The College will provide or organise safe transport and care of the visitor to and from medical treatment as appropriate
- x Depending on the age of the visitor, parents/guardians or emergency contacts will be notified, if possible.

In all cases:

- x The College will immediately advise the safety regulator where serious injury, death or a serious near miss occurs, as per notifiable safety incident requi (e)-6 (q)-0.8362-0.7 (/9.4 (i)-14.1 (s)-4.

Major Accident or LifeThreatening Situation  
Where there is a major accident or life





## Death of a Person on College Grounds

In the case of the death of a person on College grounds, the first staff member on the scene who is not suffering an injury, is responsible for:

- x Checking for immediate danger to themselves or others.
- x Immediately contacting emergency services/Police on 000.
- x Immediately arranging for first aid treatment if unsure if the person is dead. Continuing to perform CPR until emergency services or Police arrive and instruct otherwise. If in any doubt as to death of the person, treat the accident as a Major Incident or Life-Threatening Situation until emergency services or Police arrive.

If certain of death, the body should be covered and NOT touched. The immediate area should then be isolated with a staff member remaining with the deceased until emergency services arrive.

Arranging for notifications as follows:

- x If the injured person is a student, the student's parents/guardians must be notified as soon as practically possible
- x If the injured person is a staff member, emergency contacts will be notified as soon as practically possible
- x If the injured person is a visitor to the College, depending on the age of the visitor, parents/guardians or emergency contacts will be notified as soon as practically possible.

Reporting the incident using our online Injury and Incident notification form in CompliSpace Assurance as soon as practicable. (This will immediately alert our OHS Manager. The OHS Manager will immediately notify the relevant safety regulator if it is a safety incident).

## Flow Diagram

A flow diagram of our Accident Management Procedures is available [here](#)

## Staff Responsibilities

All staff are responsible for ensuring that:

- x The welfare of the injured or ill person is paramount and is dealt with as an immediate priority, and
- x Safe transport and care are provided to any injured or ill people when required.

If a staff member is the first person on the scene or assisting the first person on the scene, they are responsible for:

- x If the injured person is a student, notifying their parents/guardians as soon as practically possible
- x I

