



## PARENT NOTIFICATION PROCEDURE

### **Communication with Parents/Accident/Incident Reports:**

1. Where an accident, injury, incident or other significant event takes place that is not in the usual occurrence of events at the College, parents should be contacted as a matter of urgency.
2. Ideally, parents will be contacted within thirty minutes or as soon thereafter, as time or situation permit.
3. Contact via telephone is the preferred method.
4. Where telephone contact is not successful a text or email message is to be sent.
5. If the responsible person is unable to make the call within the indicated timeframe, assistance is to be sought from the administration team to ensure that contact has been made.
6. If all of the above have been exhausted and no contact has been made, the person designated as the contact for emergencies should be called.
7. Efforts should be made on a regular basis to make contact where none of the above processes have been successful.

### **Managing Sickbay Accident/Incident Reports:**

1. Fill out an accident report (student/yellow, staff/blue) for all reported injuries that may require investigation/insurance/urgent or other medical treatment.
2. Student and Supervising Teacher to fill out this form with accurate description of what took place.
3. If student is unable to fill out the description of incident/accident- then they may dictate it to you to write.
4. Check that the student has not been hit on the head or is showing signs of disorientation or drowsiness.
5. Ask the student /staff member "Did you lose consciousness?" and "Can you remember what you were doing prior to being hit on the head?"
6. If the student/staff member shows any of the above signs, then you need to call an ambulance (000) and also call the parents/guardians/emergency contact.
7. All forms must be passed to the (Business Manager) as soon as possible, for her to sign off, in case of any Occupational Health and Safety risks that need to be attended to.