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# Macleans College - POLICIES & DIRECTIVES

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## **Injury Prevention**

### **RATIONALE:**

The Macleans College Board of Trustees recognises its obligations to provide a safe environment and promote a responsible attitude to injury prevention.

### **PURPOSES:**

To minimise accidents within the school environment.

### **PROCEDURES:**

- 1 To ensure all accidents are notified to the health centre immediately and to Health and Safety Officer.
- 2 To take all reasonable steps to ensure every person injured is given adequate first aid treatment without delay.
- 3 To oversee maintenance of first aid facilities throughout the school.
- 4 To ensure there is a register of trained first aiders in the school.
- 5 To ensure first aid staff receive regular retraining and to provide training for those staff who wish to gain first aid qualifications.
- 6 To ensure that first aid supplies provided in school are kept clean and tidy and readily available for the treatment of injured persons.
- 7 To maintain a register of accidents in compliance with health and safety legislation and to report to Occupational Safety and Health (OSH) Officer immediately any serious accidents.
- 8 To notify management of potential hazards where areas of risk are identified.
- 9 All reported incidents which will include “near misses” will be investigated by the senior management member in charge to ensure processes are put in place to minimise the likelihood of an accident causing injury occurring.