

 <p><b>DONCASTER</b> SECONDARY COLLEGE</p>	<p><b>INJURY TO STUDENT OCCURRING DURING ACTIVITIES HELD AWAY FROM SCHOOL - PROCEDURES</b></p>
<p>College council will review this policy every three years or as directed by DET</p>	<p><b>Date approved:</b> March 2018</p> <p><b>Date of next review:</b> 2021</p>

In the event of a student being injured during an activity held away from the College, such as an excursion, camp or interschool sport, the supervising teacher should:

- Provide first aid assistance as appropriate or in the case of serious injury call an ambulance.
- Contact the College immediately to report any serious injury to either one of the Assistant Principals or the College Nurse who will then inform the Principal.
- Injuries requiring first aid must be reported by the supervising teacher to the Health Centre as soon as practical.
- The decision about who will contact the student's parents will be made when the supervising teacher makes contact with the College. However, in the case of a serious injury requiring an ambulance or the student to be collected from the venue, the supervising teacher should inform the parents directly so that they can attend the hospital or venue as soon as possible.
- It would be expected that the supervising teacher is not required to travel to the hospital with the student.
- Should it be deemed necessary, a member of the College staff will travel to the venue to assist in supervising students.
- The supervising teacher should ensure that a detailed and accurate record of the incident is completed, with witnesses listed. On return to school an incident report must be completed and submitted to the Health Centre.
- The Emergency Management Branch will be notified within 24 hours by the Health Centre as required.