**Appendix 2:**

INCIDENT

Student to return to classroom/playground

Continue checking on student every 15 minutes until end of school day

Advise parents at pick-up

Parent / Emergency Contact to collect child

Copy of incident form excerpt provided to parent

If unstable

**If student deemed unwell or requiring further non-emergency medical attention**

**Contact Parent/Emergency Contact as soon as possible**

Report facts/events only, not diagnosis

+/- symptoms reported by student

treatment & responses,

advise if head knock/bump

Complete Accident/ Incident Report Form

(East Site: Sick Bay

West Site: Staffroom)

If stable

Continue monitoring student closely for 10 -15 minutes

Contact nearest Level 2 qualified staff

Appropriate intervention/treatment instituted

Continue monitoring student until student is handed over to medical / ambulance staff

Contact nearest First Aid Officer or Level 2 qualified staff

**Call Ambulance (000)** immediately

**NON SERIOUS INJURY**

**(Non-emergency response)**

**UNSURE OF STUDENT CONDITION**

**SERIOUS INJURY OR SHOCK**

**(Emergency response)**

Loss of consciousness

broken bone, head injury

Anaphylactic shock

Asthma

Suspected internal injuries

unexplained bleeding

Complete Incident Report Form

(Located in Sick Bay on East Site & in Staffroom on West Site)