



EMERGENCY MANAGEMENT POLICY

PURPOSE

The purpose of this policy is to ensure the safety of all staff, students and school visitors in the event of an emergency situation.

All children have the right to feel safe and know that they will be attended to in an efficient and timely manner in the event of an incident, injury, trauma or illness whilst at school.

SCOPE

This policy addresses how Gardenvale Primary School responds to an emergency situation.

This policy applies staff, students and school visitors.

POLICY

Gardenvale Primary School has a current Emergency Management Plan (EMP) that contains a risk assessment that addresses hazards and potential threats to the school and which covers the four components of preparedness, prevention, response and recovery.

Gardenvale Primary School:

- ensures that staff and students have a clear understanding of the EMP and its procedures
- ensures that staff, students and the school community are trained so that they know what they are required to do during an emergency
- tests emergency arrangements at regular intervals to ensure that procedures work and everyone learns emergency protocols see: [Testing Emergency Procedures](#).

Gardenvale Primary School's Emergency Management Plan:

- is completed by using the online EMP
- describes actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others
- covers all circumstances when the school is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times
- is reviewed annually and/or following an emergency or crisis.

Gardenvale Primary School may seek advice from local emergency service providers and the local councils where available to inform the content of the EMP.

To support effective emergency planning, particularly in the case any bushfire emergencies, Gardenvale Primary School will:

- provide local government with a copy of their plan to assist overall coordination and integration with local emergency arrangements
- ensure that staff, students and parents are informed of and understand school arrangements in advance of any bushfire emergency.



IMPLEMENTATION OF PROCEDURES OF A CRITICAL INCIDENT

- Gardenvale Primary School will follow the procedures outlined by the department in the following documentation:-
 - A Guide to Managing Incidents in your School
 - Managing Incidents in My School
 - 6 Stages of School Incident Management
 - Incident Support & Operations Centre (ISOC)
- Parents will be required to supply the contact number of their preferred doctor or dentist, Medicare number and expiry date.
- Staff will be required to supply two contact numbers in case of an emergency or accident, involving themselves.
- If a child, educator or visitor has an accident while at the program they will be attended to immediately by a staff member who holds a first aid certificate.
- In the case of medication being required in an emergency without prior consent of the parents/guardians, staff are to secure verbal consent from parents/guardians over the phone or gain consent from a medical practitioner.
- Anyone injured will be kept under adult supervision until they recover and an authorised person takes charge of them.

In the case of a major incident at the school requiring more than basic first aid, the first aid attendant/principal will:

- Assess the injury, and decide whether the injured person needs to be attended by local doctor or whether an ambulance should be called.
- If the injury is serious the first priority is to get immediate medical attention. Although parents or emergency contacts should be notified straight away. If not possible, there should be no delay in organizing proper medical treatment. A staff member can keep trying to contact the parents or emergency contacts in the meantime if available.
- Attend to the injured person and apply first aid as required.
- Staff will ensure that disposable gloves are used with any contact with blood or bodily fluids as per the hygiene policy.
- Staff will stay with child until suitable help arrives, or further treatment taken.
- Staff will try to make the child comfortable and reassure them that they will be fine and their parents/caregivers will be on their way.
- If an ambulance is called and the child is taken to hospital a staff member will accompany the child and take the child's medical records with them.
- Complete a centre accident report and a report for the regulatory authority.

The other responsible staff will have to:

1. Notify parents or emergency contact person immediately regarding what happened and the action that is being taken including clear directions of where the child is being taken (e.g. hospital). Every effort must be made not to panic the parents and to provide minimal detail regarding the extent of the injuries
2. Ensure that all blood or bodily fluids are cleaned up in a safe manner.
3. Ensure that anyone who has come in contact with any blood or fluids washes their hands in warm soapy water.
4. Try to reassure the other children and keep them calm, keeping them informed about what is happening, and away from the injured child.



Accidents which result in serious injury (including death) to a child must be reported to:

- An ambulance service
- The police
- Parents/Guardian
- Regulatory Authority

The centre will notify the parent/guardian that a serious incident has happened and advise them to contact the relevant medical agency. Only a qualified medical practitioner can declare a person dead and therefore OSHC staff should ensure the parents are only advised that the injury is serious and refer them to the medical agency (i.e. hospital) where the child has been taken.

This information should be provided in a calm and extremely sensitive manner.

The site of the accident should not be cleared or any blood or fluids cleaned up until after approval from the Police.

All other children should be removed away from the scene and if necessary parents contacted for early collection of children. The children should be reassured and notified only that a serious incident has occurred.

Death or Serious Injury to a child or staff member:

Staff members must be prepared to handle all incidents in a professional and sensitive manner. In the event of tragic circumstances such as the death of a child or staff member, staff will follow guidelines as set out below to minimize trauma to the remaining staff and children at the school.

In the event of the death occurring at school, a clear emergency procedure will be maintained for the other children.

Reporting of Serious Incident, Injury and Trauma

All serious incidents, injury or trauma will be recorded within 24 hours of the event occurring. The child's parent or emergency contact must be notified of any accident or injury that has occurred to the child as soon as possible and no later than 24 hours after the event.

The principal is responsible for ensuring that in the event of a serious incident the regulatory authority.

It may not be until sometime after the incident that it becomes apparent that an incident was serious. If that occurs, the principal must notify the regulatory authority within 24 hours of becoming aware that the incident was serious.

How to decide if an injury, trauma or illness is a 'serious incident'?

If the advice of a medical practitioner was sought or the child attended hospital in connection with the injury, trauma or illness, the incident is a 'serious one' and the regulatory authority must be notified.

An injury, trauma or illness will be regarded by the service as a 'serious incident' if more than basic first aid was needed to manage the injury, trauma or illness and medical attention was sought for



the child, or should have been sought, including attendance at hospital or medical facility for further treatment.

FURTHER INFORMATION AND DEPARTMENT RESOURCES

- Emergency and Security Services Support
- Emergency and Risk Management
- Reporting (emergency and incidents)
- Safety, Emergency and Risk Management
- Supervision
- Testing Emergency Procedures
- Worksafe Notification
- Bushfires and Grassfires
- Responding to Intruder Threat: Guidelines for Early Childhood Services and Schools (docx - 694.28kb)
- <http://www.education.vic.gov.au/school/principals/spag/management/Pages/emergency.aspx>

- A Guide to Managing Incidents in your School
- Managing Incidents in My School
- 6 Stages of School Incident Management
- Incident Support & Operations Centre (ISOC)

REVIEW CYCLE

- This policy was last updated in June 2020 and is scheduled for review in June 2021.