
HEAD INJURY/LOSS OF CONSCIOUSNESS (LOC) PROCEDURE

Updated: 2020
Review: 2024

Our Lady of Mercy College has a duty of care to ensure the safety, security and wellbeing of all staff and students at the College.

- The safety and well-being of students is a priority in all behaviour and decision making.
- Staff are to act safely and competently.
- Parents have the right to receive accurate information about their child.

When an accident/incident occurs at the College

Accident


An **accident** is an event or mishap involving a student enrolled at Our Lady of Mercy College which occurs while the student is attending school or involved in an approved school-organised activity, such as an excursion, where the student is injured and first aid intervention and/or professional medical services are required.

Incident

An **incident** is an event that results in or is likely to result in injury/illness, for example dangerous occurrences and bullying and harassment. It includes a 'near miss'.

Critical Incident

A **critical incident** is a crisis event that causes severe impact, such as significant disruption to the school routine, an emergency management situation, loss of sense of control, or threat to the safety of students and staff. It may be sudden or protracted, extremely dangerous, involve police or emergency services personnel, and generally be outside the normal range of experience or expectation of the people affected.



Procedure

- **Assess-the injury (student must remain immobile if there is any suspicion of a spinal injury OR serious head injury/LOC).**
- **Render First Aid** - On becoming aware of an accident/incident, staff should, so far as they are able, render first aid to the injured student/s.
- **Assess the extent of their injury - specifically ask if student sustained a knock to the head / if unconscious seek advice from witnesses AND ask if there was any loss of consciousness (LOC)**
- **Move student to the Sick Bay or if student is unable to be moved - call ambulance**



Triage

Student(s) present to Sick Bay

or

remains immobile if suspect spinal injury/serious head injury

1. ASSESSMENT

Injured student/s assessed by Qualified First Aid staff in conjunction with DSW or Head of Year.

Ask if student sustained a knock to the head.

2. RENDER FIRST AID

MINOR INJURY

Student will remain in the Sick Bay until they have recovered or until they are picked up by a parent. Student is monitored.

HEAD OR SERIOUS INJURY

Students are picked up by their parent/guardians immediately and advised to seek further medical attention.

Serious Injury- (unconscious, possible fracture)

Student is transported to hospital immediately by ambulance.

3. NOTIFICATION

MINOR INJURY

Contact Parent ASAP
Where a parent cannot be reached, emergency contact should be contacted.

HEAD OR SERIOUS INJURY

Call parents immediately.
Where a parent cannot be reached, emergency contact should be contacted.
Advise hospital and follow up.
Notify the Principal.

4. FOLLOW UP AND DOCUMENTATION

DSW to contact parent for any serious injury.

Complete an Accident/Incident Report.

Bullying/Harassment follow up.

Follow up actions outlined in SEQTA.