

# ACCIDENTS POLICY



## **Accidents On Campus**

Risk assessments for campuses are completed prior to the student arrivals on campus to identify any potential accidents that could occur. Students and Group Leaders will be advised to take care where specific risks could occur (e.g., a road on campus, a lake on campus etc). Furthermore, the Campus Manager and Activity Manager will both be First Aid trained and always be available for emergencies.

Should an accident occur when on campus, the Campus Manager must be informed immediately. First aid boxes will be available around the campus in case a student's injuries must be tended to. If the student must go to hospital due to an accident or injury, either a Group Leader, Activity Leader or Manager must accompany the child. If the accident has occurred due to a danger on campus, this must also be noted and passed onto the institution's Bursar and the PLUS Head Office immediately. If the danger cannot be removed (i.e., a lake) then it must be made sure that this is added (if not already noted) onto the Risk Assessment for the specific campus.

The Campus Manager must also complete the Accident Register Form at the bottom of this policy after EVERY incident. They may also need to complete the host institutions' version of the form separately.

## **Accidents While Walking About on Excursions**

Should an accident occur when on an excursion, the Activity Leader must stop the walking tour immediately if it is in progress. When the danger that has caused the accident has been identified, other students present must be warned, and the injured student's welfare must be assessed. The Activity Manager and or nominated Activity Leader First Aider must always carry a First Aid Box with them, and the Activity Manager will be present on excursions to carry out First Aid (they will be First Aid trained). On some campuses, there may be Activity Leaders who are also First Aid trained and can be nominated to go on the excursion as the First Aider to allow the Activity Manager to plan and prepare on Campus with the Campus Manager. If the student must go to hospital due to an accident or injury, either a Group Leader, Activity Leader or Manager must accompany the child.

The Campus Manager must also complete the Accident Register Form at the bottom of this policy after EVERY incident that occurs on excursions.

## **Accidents Whilst Travelling on A Coach**

Whilst travelling with us on coaches, students must always wear their seatbelts. Seatbelt checks will be carried out before the coach leaves every destination. However, should an accident occur whilst travelling on a coach i.e. a crash, the Activity Managers, the Activity Leaders, and the Group Leaders must be aware of the following procedure:

- Please check students are not injured, if a student is injured and an ambulance is necessary, the Activity Manager or nominated First Aider must call one straight away. The Group Leader or Activity Leader will then accompany the student to hospital.
- If the Activity Leader or nominated First Aider is on a different coach, they will ask the Coach Driver to stop at the accident. If this is not possible, the one of the Activity Leaders from the coach which has had an accident must video call the Activity Manager who will talk them through First Aid if required.

## ACCIDENTS POLICY



- If a student requires First Aid, the Activity Manager, or nominated First Aider will administer it.
- Right after the accident happens, the coach driver should make sure the vehicle is safely secured and out of further harm's way.
- If it is unsafe to remain on the bus, the driver should evacuate all students from the vehicle. For instance, if there is a threat of fire, everyone should be moved to a location away from the vehicle and at least 30 metres away from the road. Otherwise, they should keep passengers on the bus.
- After securing the bus and all students, the driver should report the incident to the coach company and arrange for alternative transport if applicable.
- After securing the bus and all students, the Activity Manager or nominated First Aider should report the incident to the Campus Manager and alert them of any injuries if applicable.
- The Campus Manager should stay in constant contact with the Activity Manager or nominated First Aider until all students are safely on campus and should keep track of any injured students.
- The coach accident form must be filled out by the Campus Manager and sent to Head Office.