



THE WIT SCHOOL
Wisdom|Intelligence|Training

School Incident Policy for Parents/Staff During Student Injury

i. Introduction

This policy outlines The WIT School procedures for promptly notifying and supporting parents in the event of a student injury at school. We are committed to prioritizing the safety and well-being of all students and ensuring clear communication and efficient response during potentially stressful situations.

II. Definitions

- Injury: Any physical harm sustained by a student at school, ranging from minor bumps and scrapes to medical emergencies.
- Minor Injury: An injury requiring basic first aid or minor medical attention, handled by school personnel, and not requiring further medical action.
- Major Injury: An injury requiring advanced medical attention, such as emergency services or hospitalization.

iii. Notification Procedure

- Timeliness and Clarity: Parents will be notified of any student injury as expeditiously as possible, regardless of severity. The notification timeframe will prioritize urgency, with major injuries receiving immediate contact.
- Communication Methods: Depending on the urgency and resources available, notification methods may include phone calls, emails, text messages, or in-person meetings.

Information Provided: All notifications will be factual, clear, and concise, including:

- Nature of the Injury: Briefly describe the injury without exaggeration.
- Action Taken: Explain the immediate first aid or medical attention provided.
- Next Steps: Inform parents of any further medical care needed or recommended follow-up actions.

iv. Response and Support

- **Minor Injuries:** School personnel will administer appropriate first aid, document the incident, and notify parents. Depending on their preference, parents can pick up their child or have them remain at school under observation.
- **Major Injuries:** Emergency services will be called immediately if necessary. School personnel will stay with the student until medical professionals arrive and provide regular updates to parents.

Support Services: The school will offer various support services to both parents and students, including:

- **Emotional Support:** Counselling or referrals to mental health professionals.
- **Logistical Support:** Assistance with paperwork, insurance claims, or medical appointments.
- **Academic Support:** Arrangements for missed schoolwork or adjustments to learning needs.

V. Communication and Collaboration

- **Transparency and Openness:** The school will maintain open and transparent communication with parents throughout the incident response process, providing regular updates and actively encouraging them to share their concerns and ask questions.
- **Collaborative Approach:** We believe collaboration with parents is crucial to ensure the best possible care and recovery for their child. We will work closely with them to address their needs and concerns and implement appropriate support measures.

VI. Additional Information

We encourage parents to familiarize themselves with the policy and discuss any questions or concerns with TWS administrators. The school reserves the right to modify this policy as needed to ensure the safety and well-being of all students.