

## ACCIDENT INCIDENT NOTIFICATION POLICY

### PURPOSE

Our school is committed to providing a safe working and learning environment for all staff and students. A clear policy outlining how the school responds to these incidents will ensure that all accidents and incidents involving injury are handled in a manner that adheres to the DET guidelines.

The purpose of this procedure is to describe the Department of Education and Training's (DET) hazard and incident reporting, management and investigation process. This procedure applies to all DET workplaces, including schools and central and regional offices.

### SCOPE

The scope of this policy is St Albans Primary School and its community.

### POLICY

At all times the school will adhere to the DET guidelines.

When an accident / incident occurs the following is to be undertaken by staff on hand:

- First aid action is to be performed as required. Send a reliable student if necessary to the office to seek trained first aid assistance and administration assistance.
- Seek assistance from nearby staff if necessary.
- Any serious accident or incident is to be reported immediately to school administration.
- The school will record all student accidents at school or at a school organised activity in the injury management system on CASES21.
- The CASES21 INCIDENT NOTIFICATION FORM (Appendix 1) is completed in a timely manner.
- Parents/guardians are responsible for the cost of medical treatment and transportation of the student to a medical facility or home.
- Incidents to staff may also be notifiable under Worksafe Victoria. All incidents involving staff must be reported to administration and entered on edusafe.
- All DET employees are responsible for reporting all hazards, incidents and near misses via eduSafe. Contractors, volunteer workers and visitors should report hazards, incidents and near misses should be reported as soon as practicable.

### FURTHER INFORMATION AND RESOURCES

*Department of Education and Training – Accident Recording and Reporting.*

<http://www.education.vic.gov.au/school/principals/spag/governance/pages/recoding.aspx>

### REVIEW CYCLE

This policy will be reviewed as part of the school's four year review cycle.

### DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	May, 2019	May, 2023