

# Accident Incident Notification Policy

St Albans East Primary School



Date: April 2018

Rationale	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 all accidents and incidents, particularly those involving injury, will ensure that they are handled in a manner that adheres to the Department of Education and Training (DET) guidelines.
Aim	The aim of this policy is to describe the DET hazard and incident reporting, management and investigation process. This policy applies to all DET workplaces, including schools and central and regional offices. At all times the school will adhere to the DET guidelines on accident or incident notification. Refer to : <a href="http://www.education.vic.gov.au/school/principals/spag/governance/pages/recording.aspx">Department of Education and Training - Accident Recording and Reporting</a> <a href="http://www.education.vic.gov.au/school/principals/spag/governance/pages/recording.aspx">http://www.education.vic.gov.au/school/principals/spag/governance/pages/recording.aspx</a>
Implementation	<p>When an accident / incident occurs the following is to be undertaken by staff on hand:</p> <ol style="list-style-type: none"><li>1. 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.</li><li>2. Seek assistance from nearby staff if necessary.</li><li>3. Any serious accident or incident is to be reported immediately to school administration.</li><li>4. The school will record all student accidents at school or at a school organised activity in the injury management system on CASES21.</li><li>5. All students who attend the First aid office for treatment will receive a duplicate copy of the incident/injury form to be given to parents/guardian.</li><li>6. The CASES21 INCIDENT NOTIFICATION FORM (Appendix 1) is completed in a timely manner and handed to the school office.</li><li>7. Parents/guardians are responsible for the cost of medical treatment and transportation of the student to a medical facility or home.</li><li>8. Parents/guardians may decide to obtain Student Accident Insurance cover from a commercial insurer.</li><li>9. Incidents to staff may also be notifiable under WorkSafe Victoria. All incidents involving staff must be reported to administration and entered on eduSafe.</li></ol> <p>All DET employees are responsible for reporting all hazards, incidents and near misses via eduSafe. Contractors, volunteer workers and visitors should report hazards, incidents or near misses to their site contact (who should then enter the incident or hazard onto eduSafe). Hazards, incidents and near misses should be reported as soon as practicable.</p>

Evaluation

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

Review Year

2021