

ACCIDENTS AND INCIDENTS REPORTING POLICY AND PROCEDURES

To ensure compliance with the Department of Education and Training's (DET) administrative requirement to report and record accidents and incidents.

Aims

- adhere to the DET guidelines at all times - refer to: [DET Accident Recording and Reporting](#)
- anticipate the possibility of litigation following an accident and prepare for a detailed examination of actions, planning and the curriculum role of any activity.

Implementation

Reporting Incidents and Accidents

- Record and report all incidents and accidents.
- Notably, some incidents and accidents to staff, students or visitors may also be required to be reported to WorkSafe described as follows, in the [WorkSafe Guide to Incident Notification](#).
 - Notification is required where an incident at a work place results in death or serious injury.
- Serious injury is used in this context to describe those incidents that result in the consequences described in section 37(1) of the [Occupational Health and Safety Act 2004](#).
 - They include, but are not limited to, incidents that result in a person requiring:
 - medical treatment within 48 hours of exposure to a substance
 - immediate treatment as an in-patient in a hospital
 - immediate medical treatment for: – amputation – serious head injury – serious eye injury
 - separation of skin from underlying tissue (for example de-gloving or scalping) – electric shock – spinal injury – loss of bodily function – serious lacerations
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on 132 360 and on EduSafe, and reference should be made by staff to the school's Incident Management policy.
- Refer to the procedures in Appendix A.

Witness Statements

- Principals may:
 - obtain statements from witnesses of accidents and retain these on file with a notation on the statement that this statement is privileged and confidential - prepared solely for anticipated litigation and for the provision of legal advice.

Who pays for medical treatment?

- If a student is injured at school, or during a school organised activity, then parents/guardians are responsible for the cost of:
 - medical treatment
 - transport to a medical facility or home.

Accident insurance for students

- Student accident insurance may be taken out by:
 - parents/guardians, deciding to obtain student accident insurance cover from a commercial insurer, or
 - School Councils, deciding to obtain a whole of school student accident cover.
- see: [Circular S042-2014 Student accident insurance/ambulance cover arrangement and private property brought to school](#)

Related Legislation and Policies

- [Occupational Health and Safety Act 2004](#)
- [DET Emergency Management and Security Services Support](#)
- [DET Edusafe](#)
- [DET Police - Department Protocols](#)
- [DET Reporting \(emergency and incidents\)](#)
- [DET Student Safety](#)
- [WorkSafe Notification](#)
- [WorkSafe Guide to Incident Notification](#)
- [Equipment \(Public Safety\) Regulations 2017](#)
- GSC First Aid Policy
- GSC Duty of Care Policy

Appendices

- Appendix A: Accidents and Incidents Reporting Procedures
- Appendix B: CASES21 Incident Notification Form

Evaluation

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

This Policy was last ratified by School Council in: 2017

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APPENDIX A

Accidents and Incidents Reporting Procedures

Injured Students, Staff and Visitors

- take first aid action as required
- send a reliable student (or staff member) to the office to seek trained first aid assistance and administration assistance if necessary
- seek assistance from nearby staff if necessary
- immediately report any serious accident or incident involving injury to the school administration
- complete required documentation as soon as possible
- serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the [DET Emergency Management and Security Services Support](#) immediately on (03) 9589 6266, [WorkSafe Incident Notification](#) on 132 360 and on [DET Edusafe](#)
- and reference should be made by staff to the school's Incident Management policy.

Injured Students

- implement actions above for Injured students, staff and visitors and
- any injuries to a child's head, face, neck or back must be reported to parents/guardian
- serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on 132 360 and on EduSafe and reference should be made by staff to the school's Incident Management policy.
- treatment may be organised
- any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where the treating first aid teacher considers the injury to be greater than 'minor', will be reported on Department of Education Accident/Injury form LE375 and entered onto CASES21 using the Notification Form (refer to Appendix B)

Injured Staff

- implement actions above for Injured students, staff and visitors and
- incidents to staff may also be notifiable under WorkSafe Incident Notification rules
- also report incidents, accidents, hazards, near misses and injuries on EduSafe

www.eduweb.vic.gov.au/edusafe

Injured Visitors

- implement actions above for injured students, staff and visitors and
- the Principal, as nominee, also reports the incident, accident or injury on EduSafe

www.eduweb.vic.gov.au/edusafe

Obligations to Report an Incident

Employers, occupiers and person in charge must report the following types of incidents to WorkSafe [WorkSafe Reporting an Incident](#) .
Health and safety incidents

- death
- employees or persons who require either:
 - medical treatment by a doctor (for example, fractures, administration of a drug or medical treatment)
 - immediate treatment as an in-patient in a hospital.
- incidents involving high risk equipment or plant listed in the [Equipment \(Public Safety\) Regulations 2017](#)

Explosives

- theft of explosives
- injuries caused by explosives
- Dangerous goods
- any releases of dangerous goods (for example, gas leaks or spills of liquids)