



ACCIDENTS & INCIDENTS POLICY

Rationale:

At all times the school will adhere to the DET guidelines. Refer to **DET Accident Recording and Reporting guidelines on the DET website:**

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

Purpose:

To ensure expert response to all school emergencies and incidents including incidents that occur during:

- camps, excursions or outdoor adventure activities
- weekends and holidays
- travel to or from school
- non-school hours.

Policy:

Schools must:

- call **000 immediately** to report any incident threatening life or property, emergency services on this number are:
 - police for crime, injury that may not be accidental or assault
 - ambulance for injury and medical assistance.
 - fire brigade for fires and incidents involving hazardous and dangerous materials (report all fires, regardless of state and size, even if extinguished).
- notify the Security Services Unit (SSU) after contacting **000**, telephone: (03) **9589-6266**.

Reporting incidents:

Following notification to 000 schools must report to SSU any incident :

- posing a risk to the safety of a student, parent, visitor or staff member including:
 - serious injury or death
 - allegations of or actual physical or sexual assault
 - threat to property or the environment
 - the use of seclusion or physical restraint of a student in response to an incident, see: [Restraint of Student](#)

Prompt incident reporting (to the SSU) enables:

- staff to provide security related support and advice to schools and referral to relevant support and assistance provided across the Department (e.g. Emergency Management Division and the school reinstatement consultant)
- quick resolution of emergencies while minimising the risk to personal safety
- quick implementation of preventative measures in the case of criminal activity
- quick notification to relevant regional and central office staff.

Note: Prompt incident notification enables Security Services Unit staff at the Communications Centre to provide security related support and advice to schools. This helps to resolve emergencies quickly while minimising the risk to personal safety.

Reportable incidents:

As a general rule, a serious incident is one that requires medical attention or a police investigation. Examples of reportable incidents involving schools include:

- motor vehicle collision and/or all WorkCover incidents
- impact by machinery, equipment, aircraft
- fatalities
- fire on school grounds, bush or grass fire
- incidents of death or serious injury (injury requiring medical attention)
- incidents resulting in closure or significant damage to parts of a building or its contents and/or a threat to health and safety
- [bomb threat](#)
- outbreak or incidence of disease
- presence of toxic fumes or explosive conditions
- finding hazardous material on school site including explosives, fog signals, detonators, gun powder, cords and fuses, blasting cartridges, incendiary devices, marine distress signals, propellant powders etc
- fumes, spill, leak or contamination by hazardous material
- flood, windstorm, earthquake or other natural disasters
- criminal activity such as suspicious person/s and/or vehicles, vandalism, burglary, graffiti, theft, fraud, property damage
- neighbourhood complaint
- missing/disappearance/removal of student/s including:
 - unauthorised/unexplained absenteeism from school
 - unauthorised absenteeism resulting in a missing persons report
- firearms, weapons or bomb threat
- behaviour of a student, visitor or staff member that could lead to potential risk to someone else
- serious threats made against a person
- siege or hostage situation
- need for evacuation or lockdown
- unethical staff behaviour particularly if it involves taking advantage of a student, visitor or staff member
- issues of negligence or legal liability
- near misses: incidents that very nearly lead to injury or death, e.g. hazardous conditions observed/near misses.
- an event with a major impact on school operations or the potential to:
 - involve the relevant Minister
 - subject the Department to high levels of public or legal scrutiny.

Note: Schools should also report any nuisance activity which may not have led to damage, but could lead to crime at a future time. This information is used to implement pro-active security measures such as targeted security patrols, temporary surveillance and intruder detection systems to prevent criminal activity.

Aims:

- When an accident/incident occurs the following is to be undertaken by staff on hand:
 1. First Aid action is to be taken as required. Send a reliable student if necessary to the office to seek trained first aid assistance and administration assistance.
 2. Seek assistance from nearby staff if necessary.
 3. Any serious accident or incident is to be reported immediately to school administration.
 4. All accidents and Incidents are to be reported as soon as possible to the school office and required documentation completed.
 5. Parents will be notified when students are directly involved in the accident or incident.

Implementation:

- All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES/CASES21 (Appendix 1)
- Incidents to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported to administration.
- The Principal, in consultation with School Council, may vary this Policy if circumstances require it.

Certification:

This policy was adopted at the School Council meeting held at Congupna Primary School on the 5th day of December, 2017.

Signed.....

Signed

School Council President

Principal

APPENDIX 1



Education
and Training

CASES21 INCIDENT NOTIFICATION FORM

School Name/Location:	School Number:
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BRIEF ACCOUNT OF INJURY

Details of Incident:	
Accident Date:	Accident Time:

ACTIVITY (GENERAL & DETAILED)

1. Chemical Use 2. Manual Handling, Lifting 3. Sports/Physical Education (<i>Athletics, Basketball, Cricket, Football-All Codes, Skating, Baseball, Gymnastics, Ball Games not Specified, Other Sports</i>)	4. Vehicle Use (Car, Bicycle, Bus, Other) 5. Machinery Use (<i>Hand tools, Portable Power Tools, Other Machines</i>) 6. Using Office Equipment 7. Curriculum Area (<i>Arts, Science, Technology studies, PE, Home Economics, Other</i>)	8. Fighting/Assault 9. Play General 10. Walking 11. Running, Jumping, Skipping 12. Accidental Contact by other Person 13. Other (Specify) _____ _____ _____ __
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ACCIDENT DESCRIPTION

1. Slip 2. Trip 3. Fall 4. Overexertion	5. Mental Stress 6. Collision 7. Crushing 8. Hit by Moving Object	9. Other (Specify) _____ _____ _____
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ACCIDENT SITE (Indicate CAMPUS, if more than one CAMPUS)

1. Sports Ground/Venue 2. Playground General 3. Playground Equipment 4. Classroom General 5. Chairs	6. Doors/Windows 7. Stairs/Steps 8. Paths/Walkways 9. Office Administration 10. Travel to / from School	11. Camp/Excursions 12. Other (Specify) _____ _____
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STAFF ON DUTY

Name _____
Number of Staff on Duty:

INJURED PERSON

Type: Student Staff Family Others ID (If Applicable):	Name:	
Date of Birth:	Age:	Gender:
Address:		Telephone:
If Applicable Date of Ceasing Work:		WorkCover Claim Lodged:

INITIAL ASSISTANCE BY PERSON

Type: Student Staff Family Others ID (If Applicable):	Name:
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SEVERITY OF INJURY

INJURY:	1. First Aid (Returned to Class) 2. First Aid (Sent Home) 3. Doctor or Dental Treatment	4. Hospital (Outpatient) Treatment 5. Hospital (Inpatient) Treatment 6. <i>Fatal</i>
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DOCTOR TREATED PATIENT FOR (If Applicable)

TREATMENT:	1. Amputation of any part of the body 2. Serious Head Injury 3. Serious Eye Injury 4. Separation of skin from underlying tissue (eg Degloving/Scalping) 5. Electric Shock 6. Spinal Injury	7. The Loss of a bodily function 8. Serious lacerations (serious means “of Grave Aspect” or “Critical”) 9. Injury due to exposure to a substance (eg Gas Inhalation, Acid Exposure) 10. Other (Specify) _____ _____
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NATURE OF INJURY

NATURE:	1. Fracture 2. Dislocation 3. Strains/Sprains 4. Lacerations/Cuts 5. Burns/Scalds	6. Crushing/Amputations 7. Bruises/Knocks 8. Dental Injuries 9. Other (Specify) _____ _____
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LOCATION OF INJURY

LOCATION	1. Head (<i>Skull, Face, Jaws, Ears</i>) 2. Eyes 3. Neck 4. Trunk (<i>Chest, Abdomen, Buttock, pelvis, Spine</i>)	5. Arm (<i>Shoulder, Elbow, Forearm, Wrist, Hand, Finger, Thumb</i>) 6. Leg (<i>Hip, Thigh, Knee, Ankle, Foot, Toes</i>) 7. Internal 8. Multiple locations 9. Ear
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WITNESS DETAILS (Provide attachment if multiple witnesses)

Name:	Type: Student Staff Family Others ID (If Applicable):
Address:	Telephone:

Witness Statement:

PREVENTIVE ACTION PROPOSED OR TAKEN (For Staff members or Severe Accidents)

1. No Preventative Action Taken/Intended 2. Referred to the School's Safety/OHS or Risk Management Committee 3. Referred to the School's Health and Safety Representative 4. Review of Curriculum 5. Review/Reinforce/Reiterate Procedures 6. Review Systems 7. Review the Environment	8. Review Personal Protective Clothing/Item 9. Review Equipment/Machinery Modifications 10. Review Equipment/Machinery Maintenance 11. Review/Reinforce/Reiterate Student Instructions 12. Review Training Provisions 13. Other (Please first contact the Liability Claims Management Unit - Specify) _____ _____
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OFFICE USE ONLY – ENTRY TO CASES21

BM Signature:	Principal Signature:
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