

## **ACCIDENTS AND INCIDENTS REPORTING POLICY**

### **1.0 RATIONAL**

The school has procedures for supporting the health for students with identified health needs and will also provide a basic first aid response as set out in the procedure below to ill or injured students due to unforeseen circumstances and requiring emergency assistance.

### **2.0 PURPOSE:**

- 2.1 To administer first aid to children when in need in a competent and timely manner.
- 2.2 To communicate children's health problems to parents when considered necessary.
- 2.3 To provide supplies and facilities to cater for the administering of first aid.
- 2.4 To maintain a sufficient number of staff members trained with a level 2 first aid Qualifications.

### **3.0 GUIDELINES FOR ACTION**

- 3.1 At all times the school will adhere to the DEECD guidelines. Refer to :  
[DEECD Accident Recording and Reporting](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>
- 3.2 First aid action is to be taken as required. Send students if necessary to the office to seek trained first aid assistance and administration assistance. Staff to use first aid alert cards found in each first aid back or use personal mobile phone to ring office.
- 3.3 Seek assistance from nearby staff if necessary.
- 3.4 Any serious accident or incident is to be reported immediately to school administration.
- 3.5 All accidents and Incidents are to be reported as soon as possible to the office and required documentation completed.
- 3.6 All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES/CASES21 (Appendix 1)
- 3.7 Incidents to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported to administration.

---

**Status:**

**Approved by School Council 2015**

**Policy Review Date: 2016**