

Accident Incident Notification

POLICY - TAWONGA PRIMARY SCHOOL

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

Refer to : DET Accident Recording and Reporting

http://www.education.vic.gov.au/school/principals/spag/governance/pages/recordin_g.aspx

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

- 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.
- Seek assistance from nearby staff if necessary.
- Any serious accident or incident is to be reported immediately to the Principal or Business Manager.
- All accidents and Incidents are to be reported as soon as possible to the office and required documentation completed.

NOTE

- All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES/CASES21 (Forms are available in the sick bay - CASES21 INCIDENT NOTIFICATION FORM)
- Incidents to staff may also be notifiable under Work Safe. All incidents involving staff must be reported to administration and logged on Edusafe.

This policy was last ratified by School Council in...

July 2017