

Accidents and Incidents Reporting Policy

At all times Baden Powell P-9 College will adhere to the Department Of Education and Training (DET) guideline: Accident Recording and Reporting <http://www.education.vic.gov.au/school/principals/spag/governance/pages/recording.aspx>

PURPOSE:

To ensure Baden Powell P-9 College comply with the Department's administrative requirement to report and record accidents/incidents

GOALS:

To ensure Baden Powell P-9 College report and record accidents according to the DET guidelines

GUIDELINES:

This policy is in line with the following DET and College documents

- Emergency Management Planning
- Excursion Safety, Emergency and Risk Management
- School Equipment Reinstatement Scheme
- WorkSafe Notification
- Hazard & Incident Reporting Procedure

Staff need to anticipate the possibility of litigation following an accident/incidents and prepare for a detailed examination of actions, planning, and the curriculum role of any activity.

IMPLEMENTATION:

When an accident/incident occurs the following is to be actioned by supervising staff:

- 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/incident is to be reported immediately to school Administration Office
- All accidents/incidents are to be reported as soon as possible to the college office and required documentation completed
- All accidents/incidents involving injury are to be entered online in the injury management system on CASES/CASES21 (appendix 1)
- Staff to inform Principal class when an online incident report has been lodged

- Incidents to staff may also be notifiable under workSafe.
- All incidents involving staff must be reported to Principal
- Principals may: obtain statements from witnesses of accidents/incidents 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.

EVALUATION:

- This policy to be reviewed as part of the school's two year review cycle, individually, in teams and with the community in 2017 or more often if necessary due to changes in regulations or circumstances



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