

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.

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 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 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/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 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 2015.

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