

	Briar Hill Primary School POLICY	
	Policy Number:	Title: Accidents and Incidents Reporting Policy

PREPARED BY: Policy Sub Committee

**APPROVED BY
SCHOOL COUNCIL:** 30 May 2017

RATIONALE

To ensure BHPS complies with DET administrative requirements to record and report accidents and provide the best care for students and staff as well as appropriate notification to parents and guardians.

1. AIM

- To provide clear instructions and guidelines for the recording and reporting of accidents and incidents.

2. IMPLEMENTATION

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

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 office and required documentation completed.

NOTES;

- All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES/CASES21.
- Incidents to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported to administration.

3. EVALUATION

This Policy will be reviewed biannually or more often if necessary due to changes in regulations or circumstances.

Date implemented	30 May 2017	Responsible for review	School Council
Approved by	School Council	Approval Authority (Signature & Date)	
Review date	May 2019	Date reviewed	

