

## Accidents and Incidents Reporting Policy

At all times Huntly Primary 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/recordinq.aspx>

**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. See appendix 1

### **NOTES ;**

All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES/CASES21 (Appendix 2)

Incidents to staff may also be notifiable under workSafe and Edusafe. All incidents involving staff must be reported to administration.

See Appendix 1 : page. 2 .Appendix 2 page 3

# Appendix 1

Procedure for reporting a serious accident or incident.

At Huntly Primary School when a Serious Accident or Incident happens on the during school hours either on school premises or excursions/camps we follow the following steps for reporting:-

1. Notify Parents/Emergency Contacts.
2. Ring Security Services Unit of DEECD.
3. Ring Worksafe
4. Complete and submit report online to Worksafe and if for staff member Edusafe also. Print a copy for school file
5. Complete Cases 21 Incident Notification form (appendix 2) Students only on line and submit. Print a copy and place on school file.
6. Review procedures by completing a risk assessment of the site.
7. Refer to SSSO Network Coordinator.

## APPENDIX 2



Department of  
Education

### CASES21 INCIDENT NOTIFICATION FORM

School Name/Location:	School Number:
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#### BRIEF ACCOUNT OF INJURY

Details of Incident:  	
Accident Date:	Accident Time:

#### ACTIVITY (GENERAL & DETAILED)

1. Chemical Use 2. Manual Handling, Lifting 3. Sports/Physical Education <i>(Athletics, Basketball, Cricket, Football-All Codes, Skating, Baseball, Gymnastics, Ball Games not Specified, Other Sports)</i>	4. Vehicle Use (Car, Bicycle, Bus, Other) 5. Machinery Use <i>(Hand tools, Portable Power Tools, Other Machines)</i> 6. Using Office Equipment 7. Curriculum Area <i>(Arts Science, Technology studies, PE, Home Economics, Other)</i>	8. Fighting/Assault 9. Play General 10. Walking 11. Running, Jumping, Skipping 12. Accidental Contact by other Person 13. Other (Specify) _____ _____ _____
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#### ACCIDENT DESCRIPTION

1. Slip 2. Trip 3. Fall 4. Overexertion	5. Mental Stress 6. Collision 7. Crushing 8. Hit by Moving Object	9. Other (Specify) _____ _____ _____
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#### ACCIDENT SITE (Indicate CAMPUS, if more than one CAMPUS)

1. Sports Ground/Venue 2. Playground General 3. Playground Equipment 4. Classroom General 5. Chairs	6. Doors/Windows 7. Stairs/Steps 8. Paths/Walkways 9. Office Administration 10. Travel to / from School	11. Camp/Excursions 12. Other (Specify) _____ _____
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#### STAFF ON DUTY

Name _____
Number of Staff on Duty: _____

#### INJURED PERSON

Type: Student    Staff    Family    Others	Name: _____	
ID (If Applicable): _____		
Date of Birth: _____	Age: _____	Gender: _____

Address:	Telephone:
<b>If Applicable</b> Date of Ceasing Work:	WorkCover Claim Lodged:

**INITIAL ASSISTANCE BY PERSON**

Type: Student Staff Family Others ID (If Applicable):	Name:
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**SEVERITY OF INJURY**

INJURY:	1. First Aid (Returned to Class) 2. First Aid (Sent Home) 3. Doctor or Dental Treatment	4. Hospital (Outpatient) Treatment 5. Hospital (Inpatient) Treatment 6. Fatal
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**DOCTOR TREATED PATIENT FOR (If Applicable)**

TREATMENT:	1. Amputation of any part of the body 2. Serious Head Injury 3. Serious Eye Injury 4. Separation of skin from underlying tissue (eg Degloving/Scalping) 5. Electric Shock 6. Spinal Injury	7. The Loss of a bodily function 8. Serious lacerations (serious means “of Grave Aspect” or “Critical”) 9. Injury due to exposure to a substance (eg Gas Inhalation, Acid Exposure) 10. Other (Specify) _____ _____
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**NATURE OF INJURY**

NATURE:	1. Fracture 2. Dislocation 3. Strains/Sprains 4. Lacerations/Cuts 5. Burns/Scalds	6. Crushing/Amputations 7. Bruises/Knocks 8. Dental Injuries 9. Other (Specify) _____ _____
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**LOCATION OF INJURY**

LOCATION	1. Head ( <i>Skull, Face, Jaws, Ears</i> ) 2. Eyes 3. Neck 4. Trunk ( <i>Chest, Abdomen, Buttock, pelvis, Spine</i> )	5. Arm ( <i>Shoulder, Elbow, Forearm, Wrist, Hand, Finger, Thumb</i> ) 6. Leg ( <i>Hip, Thigh, Knee, Ankle, Foot, Toes</i> ) 7. Internal 8. Multiple locations 9. Ear
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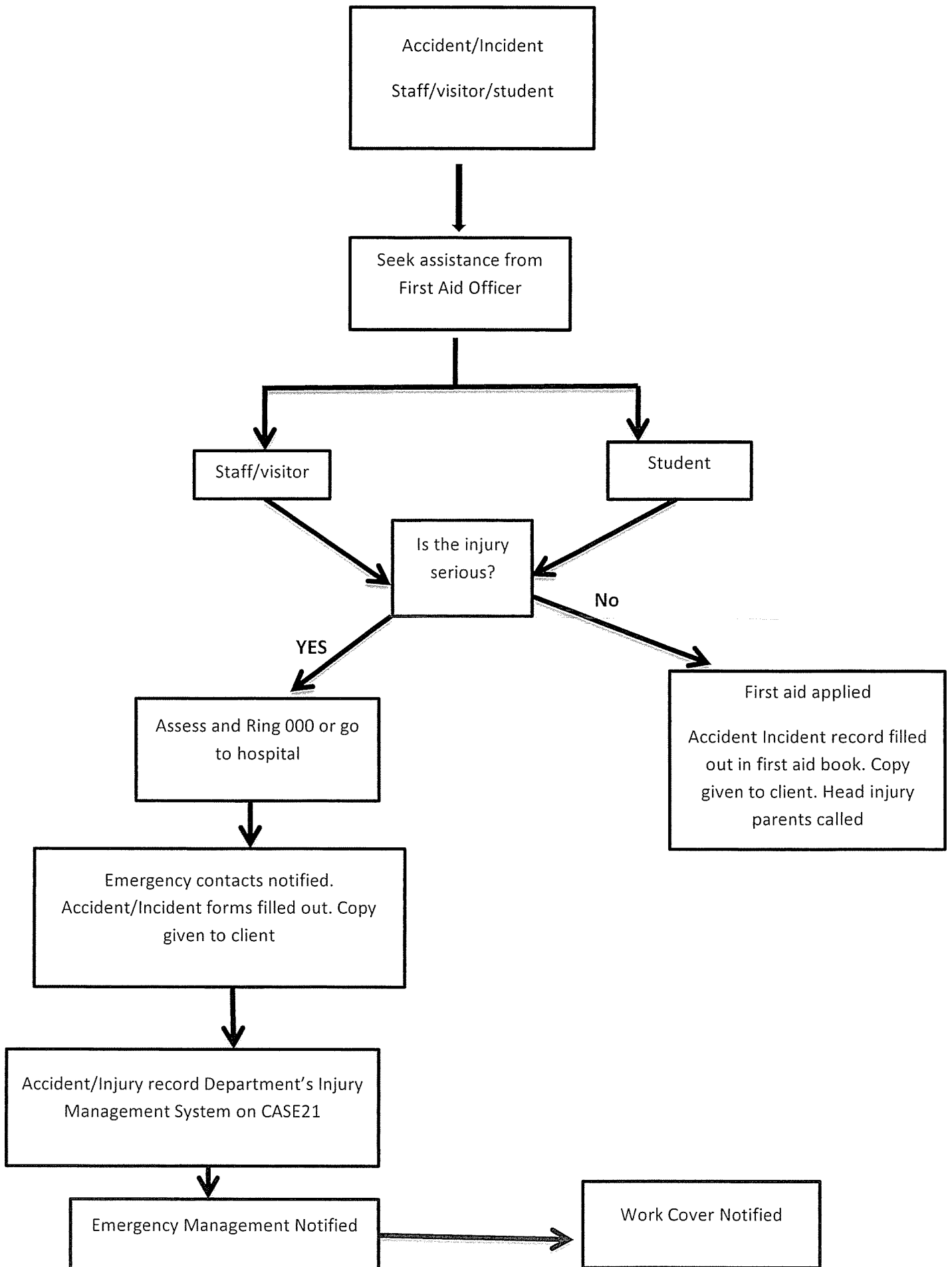
**WITNESS DETAILS (Provide attachment if multiple witnesses)**

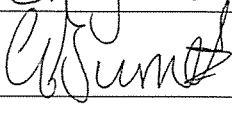

Name:	Type: Student Staff Family Others ID (If Applicable):
Address:	Telephone:
Witness Statement: _____ _____	

**PREVENTIVE ACTION PROPOSED OR TAKEN (For Staff members or Severe Accidents)**

<ol style="list-style-type: none"><li>1. No Preventative Action Taken/Intended</li><li>2. Referred to the School's Safety/OHS or Risk Management Committee</li><li>3. Referred to the School's Health and Safety Representative</li><li>4. Review of Curriculum</li><li>5. Review/Reinforce/Reiterate Procedures</li><li>6. Review Systems</li><li>7. Review the Environment</li></ol>	<ol style="list-style-type: none"><li>8. Review Personal Protective Clothing/Item</li><li>9. Review Equipment/Machinery Modifications</li><li>10. Review Equipment/Machinery Maintenance</li><li>11. Review/Reinforce/Reiterate Student Instructions</li><li>12. Review Training Provisions</li><li>13. Other (Please first contact the Liability Claims Management Unit - Specify) _____ _____</li></ol>
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# Accident / Incident Flowchart



Date Implemented	
Approved By	Craig Burnett. Trudy Hromenko
Approved Authority (Signature & Date)	 (Principal),  School Council President
Responsible for Review	
Review date	

