



ACCIDENTS AND INCIDENTS REPORTING POLICY

At all times Baxter 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/recordin_g.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.

NOTES ;

All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES/CASES21 (Appendix 1)

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

Printed copies of all notifiable incidents will be kept in the Accidents & Injury Register

Attachments: eduSafe Incident Notification Form – Adults

CASES21 Incident Notification Form – Students

Evaluation:

- This policy will be reviewed as part of the school's review cycle, at least once every three year

Ratified: September 2017

Review: September 2020