

# BELMONT PRIMARY SCHOOL ACCIDENTS & INCIDENTS REPORTING School Procedures



## PURPOSE

- To ensure that the school complies with the departments administrated requirement to report and record accidents.

## PROCEDURES

- At all times the school will adhere to the DET guidelines for [Accident Recording and Reporting](#).
- When an accident/incident occurs, the following is to be undertaken by the staff on hand:
  1. Immediate first aid action is to be taken as required. Send a reliable student to the office to seek trained first aide assistance and leadership assistance if necessary.
  2. Seek assistance from nearby staff if necessary.
  3. Any serious accident or incident to be reported immediately to the school leadership team.
  4. All accidents and incidents are to be reported as soon as possible to the school office and required documentation completed as follows:

### Accident occurred to Schools must

- |         |   |
|---------|---|
| Staff   | <ul style="list-style-type: none"><li>• record all incidents, hazards and near misses on eduSafe see: <a href="#">Reporting Incidents and Hazards on eduSafe</a></li><li>• report notifiable staff incidents to WorkSafe Victoria see: <a href="#">WorkSafe Notification</a>.</li></ul> |
| Student | <ul style="list-style-type: none"><li>• record all serious student accidents at school or at a school organised activity in the injury management system on CASES/CASES21.</li></ul>  |
| Visitor | <ul style="list-style-type: none"><li>• record all incidents, hazards and near misses on eduSafe see: <a href="#">Reporting Incidents and Hazards on eduSafe</a></li><li>• report notifiable staff incidents to WorkSafe Victoria see: <a href="#">WorkSafe Notification</a></li></ul>  |

- In the case of all school emergencies and serious incidents, including incidents that occur during, camps, excursions or outdoor adventure activities, weekends and holidays, travel to and from school and non-school hours, the Principal will follow the department's policy for [Reporting and managing emergencies and incidents](#).

## FURTHER INFORMATION AND RELATED POLICY

- First Aid Policy
- Duty of Care Policy
- CASES 21 Incident Notification Form

## EVALUATION:

These procedures were last updated in December 2018 and will be reviewed in 2021.