



Accidents and Incidents Reporting Processes

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 general office and required documentation completed.

NOTES:

All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES21 by Sick bay attendant.

Incidents to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported to administration and entered onto EduSafe.

APPROVAL: These processes were approved by School Council on the 9th September, 2014
EVALUATION: These processes will be reviewed as part of the school's four-year review cycle.