



ACCIDENT/ INCIDENT NOTIFICATION POLICY



Purpose

This policy describes the requirements for reporting and managing school incidents and hazards. At all times the Inverloch Kongwak Primary School will adhere to the DET guidelines. Refer to: DET Accident Recording and Reporting

<https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy>

Definition

Incidents that are in scope for this policy and associated guidelines are any actual or alleged event or situation that:

- causes harm or creates a risk of causing harm to a student's health, safety and wellbeing either directly or indirectly while under the care or supervision of the school, including international students
- impacts a student and is brought to the attention of the school, regardless of when or where it occurred, provided it is impacting on the student or other students within the school environment
- causes harm or creates a risk of causing harm to an employee's health, safety and wellbeing either directly or indirectly in the work setting
- affects or risks affecting the continuity of school operations, including matters of security, property damage and emergencies
- requires police notification or involves matters of serious conduct
- is a WorkSafe Notifiable Incident

Notifiable Incidents

- For the definition of Notifiable Incident, Near Miss and Hazard, refer to the [Defined Health and Safety Terms section](#) of the Employee Health and Safety Guidance tab.

School environment

- Any physical or virtual place made available or authorised by the school or school council for use by a student during or outside school hours, including:
 - a campus of the school
 - online school environments (including email and intranet systems)
 - other locations provided by the school for a student's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events); and
 - other outside of school areas including homestay accommodation accessed by an international student for which the Department has accepted responsibility for appropriate accommodation and welfare

Implementation

When faced with an emergency or incident, schools must follow the six incident management stages outlined in these Guidelines.

- Identify and respond
- Report for support 1800 126 126
- Ongoing support and recovery
- Investigate
- Review and close
- Analyse and learn

Overview of the six stages for responding to school incidents

The following information provides an overview of the steps principals and /or their delegates are required to take in response to an incident. For guidance on how to implement these steps, refer to the Guidance tab.

1 Identify and respond immediately

This stage describes how to identify an incident, and what immediate general actions the principal and/or delegate should take.

- Respond to immediate needs of student, staff or any other parties.
- Contact emergency services on 000, if required.
- Enact school's Emergency Management Plan (EMP), if required.
- Preserve evidence, if appropriate (Refer to Note 1).
- Contact nominated family or carers, if appropriate.

Note 1: For incidents that are 'Notifiable Incidents' to WorkSafe, the site must be preserved, except where there is an immediate need to protect the health and safety of persons, provide first aid to any injured persons or to take essential action to make the site safe.

2 Report the incident or hazard (Report for Support)

Following the immediate response to the incident, principals and / or their delegate are responsible for undertaking an assessment of the incident's severity rating, using the Severity Rating Decision-making Matrix.

Incidents are rated as either:

- Extreme (Red)
- High (Orange)
- Medium (Yellow) or
- Low (Blue)

Reports to the Incident Support and Operations Centre (ISOC)

Incidents rated as Extreme, High or Medium must be reported to the Incident Support and Operations Centre (ISOC) on 1800 126 126 for immediate advice and coordination of Area-based supports; and recorded by the school on CASES21 or equivalent records management system.

Incidents rated as Low do not need to be reported to ISOC but must be recorded by the school on CASES21 or an equivalent records management system.

Reports on eduSafe Plus

The principal and/or their delegate must ensure all identified hazards and incidents involving employees, volunteers, visitors, contractors and members of the public are reported onto eduSafe Plus (login required).

The principal and/or their delegate, in consultation with the affected person(s) and relevant health and safety representatives (HSR), are to close out the eduSafe Plus report by developing and implementing an 'action plan' to address the hazard or incident in order to manage the risk and to prevent a reoccurrence.

Reports to WorkSafe

Reporting notifiable incidents to WorkSafe and preservation of the incident site:

The principal and / or their delegate must contact WorkSafe on 13 23 60 to report Notifiable Incidents immediately after becoming aware that an incident has occurred and must provide WorkSafe with a completed incident notification form within 48 hours.

WorkSafe Victoria will provide a reference number on notification and will advise whether the incident site is to be isolated and / or preserved until a WorkSafe Inspector arrives.

Additional reporting obligations

Depending on the nature of the incident, principals may have a number of other reporting obligations, including:

- Employee Conduct Branch for advice and support on allegations of serious misconduct, unsatisfactory performance, sexual harassment and to report any reportable conduct — refer to Complaints, Unsatisfactory Performance and Misconduct — Teaching Service and Reportable Conduct Scheme
- Child Protection for mandatory reports or Child FIRST for other child protection concerns — refer to Protecting Children — Reporting and Other Legal Obligations
- Victoria Police for serious criminal conduct, including for allegations or suspicions that a sexual offence has been committed by an adult against a child under the age of 16. Refer to Protecting Children — Reporting and Other Legal Obligations and Police and Child Protection Interviews
- Suspected fraud and corruption must be reported to the Department's Fraud and Corruption Control Unit, refer to Fraud and Corruption Control

3 Ongoing support and recovery

Principals and/or their delegates, are responsible for:

- managing all incidents in accordance with all policies to ensure safety and wellbeing of student and staff
- providing ongoing support to impacted students and staff.

For Extreme (Red) and High (Orange) incidents, the region and/or central will assist with the coordination and provision of supports.

Principals and/or their delegates can raise the severity of an incident if they require support.

4 Investigate

- Some incidents may trigger investigations under other Department policies and legislative schemes (for example, privacy breaches should be reported in accordance with the Privacy and Information Sharing Policy, mandatory reporting to DHHS). A preliminary investigation screening should be undertaken within two days of the incident being reported to the ISOC.
- For WorkSafe Notifiable Incidents, the principal and / or their delegate are to conduct a formal incident investigation within 24 hours of the notifiable incident, where possible, using the Hazard and Incident Investigation Template or equivalent.
- For the investigation, the principal and / or their delegate may decide to convene an incident investigation team, comprising school leadership staff, the school's HSR, affected employee and other employees, depending on the nature of the incident. The investigation should seek to identify the causes and any potential hazards, and provide recommended control and preventative measures.

5 Review and close

This stage outlines the process and accountabilities for incident reviews and closure. Reviews are discretionary but provide a valuable learning opportunity.

The incident severity rating informs the responsible authority for closing incidents, in consultation with the principal.

6 Analyse and learn

This stage provides an overview of the Department’s data analysis framework for analysis of incident information.

RECORDS

First Aid treatment must be recorded in the duplicate First Aid book or in the daily medical log- depending on the severity of the injury

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

Incidents to staff and students may also be notifiable under WorkSafe.

All incidents involving staff must be reported to administration and entered on Edusafe Plus for workplace management

See Appendix 1: p. 2

Evaluation:

School Council Approval	<i>Kongwak PS</i>	<i>August 18th</i>
	<i>Inverloch PS</i>	<i>August 19th</i>
Review Cycle:	3	
Next review and approval:	<i>August 2024</i>	

or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

APPENDIX 1 - 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:
If Applicable Date of Ceasing Work:		WorkCover Claim Lodged:

INITIAL ASSISTANCE BY PERSON

Type: Student Staff Family Others	Name:	
ID (If Applicable):		

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)

1. No Preventative Action Taken/Intended 2. Referred to the School’s Safety/OHS or Risk Management Committee 3. Referred to the School’s Health and Safety Representative 4. Review of Curriculum 5. Review/Reinforce/Reiterate Procedures 6. Review Systems 7. Review the Environment	8. Review Personal Protective Clothing/Item 9. Review Equipment/Machinery Modifications 10. Review Equipment/Machinery Maintenance 11. Review/Reinforce/Reiterate Student Instructions 12. Review Training Provisions 13. Other (Please first contact the Liability Claims Management Unit - Specify) _____ _____
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OFFICE USE ONLY – ENTRY TO CASES21

Staff Initial:	Principal Initial:
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Date ____/____/____ Signature of Principal/Head Officer _____