ACCIDENT AND INJURY PROCEDURES

ACCIDENT/INJURY

Report filled in if incident is not trivial

Not Trivial if:

- death, injury or hospitalisation occurs.
- breaks bone, or suffers an injury to eyes, head or teeth
- injured at school during school hours and medical attention is provided on site by a health care professional
- a student has to leave school early as a consequence of the accident
- a parent or caregiver is summoned to the school as a result of the accident
- the principal believes legal proceeding could result from the incident

Accident involving...

STUDENT/VISITOR

Notify front office and senior executive.

Front office staff to NOTIFY PARENTS - in writing/phone & record details in First Aid Register (kept in the front office)

Complete NON-EMPLOYEE INCIDENT or INJURY NOTIFICATION within 24 Hours of becoming aware of a workplace injury/illness (Forms kept in Register of Injuries held in the front office) and fax to appropriate person listed on the bottom of the form

Senior staff member not directly involved in the incident organises for all required DET forms to be completed in pen not pencil.

FORMS

- CHECKLIST (mandatory)
- ACCIDENT TO STUDENT/VISITOR (mandatory)
- WITNESS TO SCHOOL STUDENT/VISITOR ACCIDENT - STAFF MEMBER
- STUDENT WITNESS TO SCHOOL STUDENT/VISITOR ACCIDENT
- STATEMENT BY ACCIDENT VICTIM

File all documents in a plastic sleeve and sign off in Register of Injuries (note that this is not the First Aid Register as listed above)

Accident involving...

STAFF MEMBER

Seek first aid immediately if required. Notify your workplace manager ASAP

Contact the Incident Notification Hotline 1800 811 523

They will generate all the necessary reports
Consult a doctor and obtain a medical certificate and arrange for treatment if required.
Authorise the doctor to provide relevant information to the GIO and the Department of Ed & Training

A copy of the Incident Notification Form will be sent to:

- Injury Management Centre 9266 0866
- Workplace Manager
- Staff Support Officer

If the incident results in an injury, DET's insurer GIO will also be notified

Enter details in the Register of Injuries

Our focus is on learning