



Accident Recording & Reporting Policy

(Latest DET Update: 19/04/17)

First Developed: May 2015

Reviewed/Updated: November 2015

February & August 2016

January & April 2017

1. Background and information

Rationale

- How schools respond to, record and report accidents depends on who has had the accident.

Further information

References:

www.education.vic.gov.au/school/principals/spag/management/reporting.aspx

Please see [Circular S042-2014 Student Accident Insurance/Ambulance Cover Arrangements and Private Property Brought to School](#).

Please also refer to the school's

Risk Management Policy,

Emergency & Critical Incidents Policy

Emergency & Incident Reporting Policy.

2. Carranballac College Accident Recording & Reporting Policy **(August 2017)**

Purpose

- To ensure Carranballac P-9 College complies with DET's administrative requirement to report and record accidents.
- To ensure the school complies with legislation in regard to accidents or incidents related to students or staff.

Implementation

- As a matter of priority the school will render first aid and ensure the safety and wellbeing of staff, students, parents or visitors involved in accidents.
- If the accident involves loss of life, serious injury or emotional disturbance, the school community will be informed as soon as practicable. If appropriate, counselling and other support will be provided. While school should operate as normally as possible, some degree of flexibility should exist.
- The school will follow the Hazard & Incident Reporting Procedure
- If the accident has occurred to staff, the school will report the incident on EduSafe, and notifiable staff incidents to WorkSafe Victoria.
- The school will record all student accidents at school or at a school organised activity in the injury management system on CASES21 and in Compass.
- In all accidents, whether to students, staff, parents or visitors, the school will anticipate the possibility of litigation following an accident and prepare for a detailed examination of actions, planning, and the curriculum role of any activity. The Principal may obtain statements from witnesses and retain these on file with a notation on the statement that this statement is privileged and confidential - prepared solely for anticipated litigation and for the provision of legal advice.
- Parents/carers are responsible for the cost of medical treatment and transportation of the student to a medical facility or home.
- DET will compensate for medical and other expenses if determined liable by its legal advisers or the courts.
- Parents/carers may decide to obtain student accident insurance cover from a commercial insurer.
- The School Council may decide to obtain a whole of school student accident cover.

Ratification and Review

- This policy will be reviewed as part of the school's review cycle or if guidelines change.

This policy was ratified by School Council on 1st August 2017