



ACCIDENTS AND INCIDENTS REPORTING POLICY

RATIONALE

All staff and students have a fundamental right to be safe at our school. On the rare occasion where accidents, incidents or near-misses occur, these will be documented in with the intention of preventing them from occurring in the future.

Hamilton Special Developmental School is cognisant of its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that our reporting of accidents and incidents poses no risk to child safety.

AIMS

At all times Hamilton Special Developmental School (HSDS) will adhere to the DET guidelines for staff and students involved in accidents and incidents. This policy should be implemented in alignment with:

1. DET PROTECT Guidelines;
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>
2. VRQA Child Safe Standards;
<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>
3. DEECD First Aid Needs Policy;
<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx>
4. DEECD Reporting (emergency and incidents):
<https://www.eduweb.vic.gov.au/EduSafe/>
5. HSDS's First Aid Policy
6. HSDS's Care Arrangements for Ill Students Policy
7. Any other current or future policy related to the health and safety of staff and students of our school

IMPLEMENTATION

When an accident, incident or near-miss 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 school office and required documentation completed.

All Accidents and Incidents involving injury to students are also to be entered online in the injury management system on CASES/CASES21 using the 'CASES21 INCIDENT NOTIFICATION FORM' (Appendix 1)

Injuries to staff must be entered into the EduSafe system:

<https://www.eduweb.vic.gov.au/EduSafe/>



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Visitors and contractors who are unable to access eduSafe should fill out the Incident and Hazard Report Proforma (Appendix 2) and give it to the Business Manager to enter in eduSafe on their behalf.

Accidents, incidences and near-misses may also be notifiable under WorkSafe. All incidents involving staff must be reported to administration.

EVALUATION

This policy will be reviewed as a part of the school's three year policy review cycle.