



# Accident and Incident Reporting Policy



At all times Merrijig Primary School will adhere to the DET guidelines. Refer to: DET Accident Recording and Reporting [http://www.education.vic.gov.au/school/principals/spag/governance/pages/recordin\\_g.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/pages/recordin_g.aspx)

## **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 School Office and required documentation completed.

## **NOTES:**

All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES/CASES21

Incidents to staff may also be notifiable under workSafe. All incidents involving staff must be reported to administration.

## **Evaluation**

Policy to be reviewed every three years or as directed by DET

*Reviewed: 2018*

*Next Review: 2021*