



Approved by School Council Date: 3rd March 2020

PURPOSE

Elwood College values safety, and at all times the college will adhere to the DET guidelines. When accidents and/or incidents occur the college will report as required by DET policy and guidelines. The college recognizes that reporting and evaluating accidents and incidents is an important aspect in mitigating future risk and planning for prevention.

GUIDELINES

When an accident / incident occurs the following is to be undertaken by staff on hand:

- If a severe accident call appropriate emergency services (000) as soon as possible
- 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.
- Seek assistance from nearby staff if necessary.
- Any serious accident or incident is to be reported immediately to school administration.
- All accidents and incidents are to be reported as soon as possible to the college office and required documentation completed.
- All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES/CASES21 (Appendix 1)
- Incidents to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported to administration.

RESOURCES

Refer to: [DEECD Accident Recording and Reporting](http://www.education.vic.gov.au/school/principals/spag/governance/pages/recording.aspx)

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The appendix to this policy “CASES21 Incident Notification Form” can be found within the policy on the Elwood College website.