



Accident Recording and Reporting

Rationale

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

Purpose

- To ensure Essendon Keilor 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

- The school has developed a mandatory pre-requisite Emergency & Incident Reporting Policy.
- As a matter of priority the school will render first aid is rendered and ensure the safety and wellbeing of staff, students, parents or visitors involved.
- 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 see: [Hazard & Incident Reporting Procedure \(PDF - 263Kb\)](#)
- If the accident has occurred to staff, the school will report the incident see: [Report an Injury, Incident or Hazard](#) (EduMail password required) and notifiable staff incidents to WorkSafe Victoria see: [WorkSafe Notification](#)
- The school will record all student accidents at school or at a school organised activity in the injury management system on CASES21.
- 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.
- 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*, the *Emergency & Critical Incidents Policy* and the *Emergency & Incident Reporting Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year policy review cycle or if guidelines change (latest DET update mid-August 2017).

Reference:

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