



WARRAGUL NORTH PRIMARY SCHOOL

Accident and Incident Reporting Policy

At all times Warragul North Primary School (WNPS) will adhere to DET guidelines. Refer to: **DET Managing and Reporting School Incidents (including emergencies) policy on PAL.**

[Policy | education.vic.gov.au](https://www2.education.vic.gov.au)

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

- 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.
- Accidents and incidents are to be reported as soon as possible to the WNPS office and required documentation completed.
- For serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head or face must be reported to parents/guardian.
- **Security Services Unit (SSU) should be notified of reportable incidents after contacting 000 on telephone: (03) 9589-6266. A list of reportable incidents can be found at the following DET website.**

<https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy>

NOTES :

All reportable accidents and incidents involving injury to students are to be entered in the injury management system on CASES/CASES21 using the CASES21 Incident Notification Form.

Latest version of the Incident Notification form can be found in CASES21 using the following pathway: **Open the Students | Accidents/Sickbay | Accidents | CASES21 Incident Notification Form.**

All accidents and incidents involving injury to staff are to be reported online using the DET EduSafe portal <https://services.educationapps.vic.gov.au/edusafeplus>

Serious incidents and injuries to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported to administration.

Evaluation:

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