

ESSEX HEIGHTS PRIMARY SCHOOL **ACCIDENTS AND INCIDENTS REPORTING POLICY**

All children have the right to feel safe and well and Essex heights Primary School will adhere to the DEECD guidelines. Refer to: DET Accident Recording and Reporting
<http://www.education.vic.gov.au/school/principals/spag/governance/pages/recording.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. Call Code Blue to Front Office or 000 if required
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 Front Office and required documentation completed.

Purpose of this policy

To ensure expert response to all school emergencies and incidents including incidents that occur during:

- camps, excursions or outdoor adventure activities
- weekends and holidays
- travel to or from school
- non-school hours.

Policy

Essex Heights Primary School will:

- call **000 immediately** to report any incident threatening life or property. Emergency services on this number are:
 - police for crime, injury that may not be accidental or assault
 - ambulance for injury and medical assistance.
 - fire brigade for fires and incidents involving hazardous and dangerous materials (report all fires, regardless of state and size, even if extinguished).
- notify Security Services Unit (SSU) after contacting **000**, telephone: (03)**9589-6266**.

Reporting incidents

Following notification to 000 schools must report to SSU any incident posing a risk to the safety of a student, parent, visitor or staff member including:

- serious injury or death
- allegations of or actual physical or sexual assault

- threat to property or the environment
- the use of seclusion or physical restraint of a student in response to an incident, see: [Restraint of Student](#)

Prompt incident reporting (to the SSU) enables:

- staff to provide security related support and advice to schools and referral to relevant support and assistance provided across the Department (e.g. Emergency Management Division and the school reinstatement consultant)
- quick resolution of emergencies while minimising the risk to personal safety
- quick implementation of preventative measures in the case of criminal activity
- quick notification to relevant regional and central office staff.

Reportable incidents

As a general rule, a serious incident is one that requires medical attention or a police investigation.

Examples of reportable incidents involving our school include:

- motor vehicle collision and/or all WorkCover incidents
- impact by machinery, equipment, aircraft
- incidents of death or serious injury (injury requiring medical attention)
- fire on school grounds, bush or grass fire
- incidents resulting in closure or significant damage to parts of a building or its contents and/or a threat to health and safety
- [bomb threat](#)
- outbreak or incidence of disease
- presence of toxic fumes or explosive conditions
- finding hazardous material on school site including explosives, fog signals, detonators, gun powder, cords and fuses, blasting cartridges, incendiary devices, marine distress signals, propellant powders etc
- fumes, spill, leak or contamination by hazardous material
- flood, windstorm, earthquake or other natural disasters
- criminal activity such as suspicious person/s and/or vehicles, vandalism, burglary, graffiti, theft, fraud, property damage
- neighbourhood complaint
- missing/disappearance/removal of student/s including:
 - unauthorised/unexplained absenteeism from school
 - unauthorised absenteeism resulting in a missing persons report
- firearms, weapons or bomb threat
- behaviour of a student, visitor or staff member that could lead to potential risk to someone else
- serious threats made against a person
- siege or hostage situation
- need for evacuation or lockdown
- unethical staff behaviour particularly if it involves taking advantage of a student, visitor or staff member
- issues of negligence or legal liability
- near misses: incidents that very nearly lead to injury or death, e.g. hazardous conditions observed/near misses.
- an event with a major impact on school operations or the potential to:
 - involve the relevant Minister
 - subject the Department to high levels of public or legal scrutiny.

Note: Our school may also report any nuisance activity which may not have led to damage, but could lead to crime at a future time. This information is used to implement pro-active security measures such as targeted security patrols, temporary surveillance and intruder detection systems to prevent criminal activity.

Bomb threats or threatening calls

If a bomb threat or threatening call is received via a telephone call, Essex Heights PS will follow our Emergency Management Plan.

1. call police on **000**
2. notify the Security Services Unit on (03) **9589 6266**
3. implement the school's emergency management plan
4. do not search for the bomb
5. do not allow a search by students or staff
6. if a bomb or other explosive device is sighted in the school grounds, keep staff, students and other visitors to the school calm and promptly clear the area in an orderly and calm manner
7. do not impede an explosives inspector from entering school premises
8. do not handle any explosives found at school.

Note: an inspector of explosives may interview students at school on the same basis as a police interview.

Fires

All fires, including those that have been extinguished and regardless of their size, must be reported to the relevant fire service for the particular locality by contacting 000 and the SSU.

Helicopter landings in schools in an emergency

The Department has given a general authorisation for the use of school grounds as helicopter landing sites during emergencies for the: air ambulance, fire reconnaissance or crime prevention.

The urgent nature of an emergency may preclude advance notification. The pilot is responsible for ensuring that the:

- area chosen for landing is suitable
- safety of those on the ground is not compromised.

If a landing occurs during school time, students must remain at a safe distance, clear of the departure, and approach paths.

The Department has not given approval for media, commercially or privately operated helicopters to use school grounds. They must obtain permission from the principal before landing.

Note: If the principal or school council consider helicopter arrivals or departures from the school grounds for non-emergency purposes there are stringent requirements for the safety of spectators and protection of the environment. Schools must contact the Aviation Branch of the [Commonwealth Department of Infrastructure and Regional Development](#) and the [Environment Protection Authority](#) for advice.

Related policies

- [Emergency Management Planning](#)
- [School Equipment Reinstatement Scheme](#)

- [Worksafe Notification](#)

Related legislation

- Emergency Management Act 1986
- Emergency Management Act 2013

Department resources

- [Safety Guidelines for Education Outdoors](#)
- [eduSafe](#)

Evaluation

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

George Perini

Kristen Steer

Principal

School Council President

APPENDIX 1



CASES21 INCIDENT NOTIFICATION FORM

School Name/Location:	School Number:
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BRIEF ACCOUNT OF INJURY

Details of Incident:

Accident Date:	Accident Time:
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ACTIVITY (GENERAL & DETAILED)

1. Chemical Use 2. Manual Handling, Lifting 3. Sports/Physical Education <i>(Athletics, Basketball, Cricket, Football-All Codes, Skating, Baseball, Gymnastics, Ball Games not Specified, Other Sports)</i>	4. Vehicle Use (Car, Bicycle, Bus, Other) 5. Machinery Use <i>(Hand tools, Portable Power Tools, Other Machines)</i> 6. Using Office Equipment 7. Curriculum Area <i>(Arts Science, Technology studies, PE, Home Economics, Other)</i>	8. Fighting/Assault 9. Play General 10. Walking 11. Running, Jumping, Skipping 12. Accidental Contact by other Person 13. Other (Specify) _____ _____ _____
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ACCIDENT DESCRIPTION

1. Slip 2. Trip 3. Fall 4. Overexertion	5. Mental Stress 6. Collision 7. Crushing 8. Hit by Moving Object	9. Other (Specify) _____ _____ _____
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ACCIDENT SITE (Indicate CAMPUS, if more than one CAMPUS)

1. Sports Ground/Venue 2. Playground General 3. Playground Equipment 4. Classroom General 5. Chairs	6. Doors/Windows 7. Stairs/Steps 8. Paths/Walkways 9. Office Administration 10. Travel to / from School	11. Camp/Excursions 12. Other (Specify) _____ _____
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STAFF ON DUTY

Name _____
Number of Staff on Duty: _____

INJURED PERSON

Type: Student Staff Family Others	Name:	
ID (If Applicable):		
Date of Birth:	Age:	Gender:
Address:	Telephone:	

If Applicable Date of Ceasing Work:	WorkCover Claim Lodged:
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INITIAL ASSISTANCE BY PERSON

Type: Student Staff Family Others ID (If Applicable):	Name:
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SEVERITY OF INJURY

INJURY:	1. First Aid (Returned to Class) 2. First Aid (Sent Home) 3. Doctor or Dental Treatment	4. Hospital (Outpatient) Treatment 5. Hospital (Inpatient) Treatment 6. Fatal
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DOCTOR TREATED PATIENT FOR (If Applicable)

TREATMENT:	1. Amputation of any part of the body 2. Serious Head Injury 3. Serious Eye Injury 4. Separation of skin from underlying tissue (eg Degloving/Scalping) 5. Electric Shock 6. Spinal Injury	7. The Loss of a bodily function 8. Serious lacerations (serious means “of Grave Aspect” or “Critical”) 9. Injury due to exposure to a substance (eg Gas Inhalation, Acid Exposure) 10. Other (Specify) _____ _____
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NATURE OF INJURY

NATURE:	1. Fracture 2. Dislocation 3. Strains/Sprains 4. Lacerations/Cuts 5. Burns/Scalds	6. Crushing/Amputations 7. Bruises/Knocks 8. Dental Injuries 9. Other (Specify) _____ _____
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LOCATION OF INJURY

LOCATION	1. Head (<i>Skull, Face, Jaws, Ears</i>) 2. Eyes 3. Neck 4. Trunk (<i>Chest, Abdomen, Buttock, pelvis, Spine</i>)	5. Arm (<i>Shoulder, Elbow, Forearm, Wrist, Hand, Finger, Thumb</i>) 6. Leg (<i>Hip, Thigh, Knee, Ankle, Foot, Toes</i>) 7. Internal 8. Multiple locations 9. Ear
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WITNESS DETAILS (Provide attachment if multiple witnesses)

Name:	Type: Student Staff Family Others ID (If Applicable):
Address:	Telephone:
Witness Statement:	
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PREVENTIVE ACTION PROPOSED OR TAKEN (For Staff members or Severe Accidents)

1. No Preventative Action Taken/Intended	8. Review Personal Protective Clothing/Item
2. Referred to the School's Safety/OHS or Risk Management Committee	9. Review Equipment/Machinery Modifications
3. Referred to the School's Health and Safety Representative	10. Review Equipment/Machinery Maintenance
4. Review of Curriculum	11. Review/Reinforce/Reiterate Student Instructions
5. Review/Reinforce/Reiterate Procedures	12. Review Training Provisions
6. Review Systems	13. Other (Please first contact the Liability Claims Management Unit - Specify) _____
7. Review the Environment	_____

OFFICE USE ONLY – ENTRY TO CASES21

Staff Initial:	Principal Initial:
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Date ____/____/____ Signature of Principal/Head Officer _____