



Dingley Primary School

Accidents and Incidents Reporting Policy

1. Rationale:

- 1.1. Dingley Primary School is committed to dealing with accidents or incidents as they occur and keep accurate records in accordance with Department guidelines.

2. Aims:

Dingley Primary School aims to:

- 2.1. Record all accidents and incidents appropriately according to Department of Education and Training (DET) guidelines.

3. Implementation:

- 3.1. Following accidents or incidents the Administration Officer is to input relevant data on to injury management system on CASES/CASES21
- 3.2. Incidents to staff may be notifiable under WorkSafe. All incidents involving staff must be reported to administration.

4. Implementation:

- 4.1. Department Links
DET Accident Recording and Reporting
<http://www.education.vic.gov.au/school/principals/spag/governance/pages/recording.aspx>

5. Evaluation:

- 5.1. This policy will be reviewed as part of the school's three-year review cycle.
Review Date: 2020

This policy was last ratified by School Council in: **June 2017**