



Dingley Primary School Accidents and Incident Reporting Policy

Written by	Principal
Date Approved by School Council	September 2020
Date of Review	September 2023

1. Purpose

Dingley Primary School is committed to dealing with accidents or incidents as they occur and keep accurate records in accordance with Department guidelines, both onsite and/or whilst staff and students are participating in activities offsite (e.g. camps, excursions, interschool sports).

2. Scope

This policy applies to:

- Record all accidents and incidents appropriately according to Department of Education and Training (DET) guidelines.
- Provide parents/guardians with timely information regarding any First Aid treatment via a Compass Chronicle for their child




3. Policy

Dingley Primary School will input relevant data on to injury management system (Sick Bay Chronicles) on Compass and where first aid extends beyond the school, an incident notification form must be complete and entered into CASES21 and WorkSafe.

Incidents to staff may be notifiable under WorkSafe. All incidents involving staff must be reported to administration.

Schools must follow the Hazard & Incident Reporting Procedure see: Hazard and Incident Reporting and Investigation Procedure

This table summaries how schools report and record accidents, depending on who has had the accident.

Accident occurred to	Schools must
Staff	<ul style="list-style-type: none"> • record all incidents, hazards and near misses on eduSafe see: Reporting Incidents and Hazards on eduSafe • report notifiable staff incidents to WorkSafe Victoria see: WorkSafe Notification.
Student	<p>Record all student accidents at school or at a school organised activity in the injury management system on CASES/CASES21.</p> <p>When staff enter a Compass Chronicle to record first aid provided, they must categorise the chronicle according to the following:</p> <p> Green Flag – information only – minor injuries</p> <p> Amber Flag – going home, no further First Aid/Medical Attention beyond the school</p> <p> Red Flag – requires further First Aid/Medical Attention beyond the school – <i>Incident Notification Form</i> to be completed by first aid attendant and handed to</p>





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Accident occurred to	Schools must
	Office Administration. This form is then recorded in CASES21 and reported to Worksafe Australia. ☞ Grey Flag – not applicable Note: all compass records are emailed to the parent
Visitor	All visitors are to sign in and out of site. <ul style="list-style-type: none">• record all incidents, hazards and near misses on eduSafe see: Reporting Incidents and Hazards on eduSafe• report notifiable incidents to WorkSafe Victoria see: WorkSafe Notification.

4. Related policies and resources

- [Excursions & Activities - Safety, Emergency and Risk Management](#)
- [Police - Department Protocols](#)
- [Reporting \(emergency and incidents\)](#)
- [Student Safety](#)
- [WorkSafe Notification](#)

5. Evaluation

This policy will be reviewed as part of the school's 3-year review cycle.

