

# Accident and Incident Reporting Policy

## Rationale

Kingswood is committed in creating a positive difference for each student by providing an engaging, innovative and caring learning environment.

At all times the Kingswood Primary School will adhere to the DEECD guidelines.

Refer to: [DET Accident Recording and Reporting](#)

## Aims

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

- Camps, excursions and outdoor adventure activities
- Weekends and holidays
- Travel to or from school
- Non-school hours

## Implementation:

- When an accident or incident occurs the staff of Kingswood Primary School will call 000 immediately to request the assistance of police, ambulance and/or fire brigade.
- The Security Services Unit (SSU) will be contacted by dialling **03 9589 6266** to report any serious 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.
- Reports to the Security Services Unit are generally made by Principal Class or the First Aid Officer but may be made by any staff member.
- Accidents and injuries are reported to parents via Compass by the First Aid Officer or administration staff. Serious incidents, resulting in broken bones or requiring assistance from a paramedic or doctor, are reported on CASES21 and WorkSafe.
- A reportable incident is one in which medical attention or police investigation is required. A full list can be found on the [DET website](#).

## References

- [DET Accident Recording and Reporting](#)
- [Sickbay Information and Procedure Manual](#)

## Evaluation

# Accident and Incident Reporting Policy

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

## Review

Version	Edited By/Comments	Next Review
June 2014		June 2017
November 2017	Wellbeing Subcommittee	November 2020