



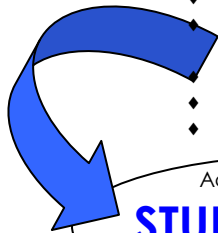
Belmore Boys' High School ACCIDENT AND INJURY PROCEDURES

ACCIDENT/INJURY

Report filled in if incident is not trivial

Not Trivial if:

- ◆ death, injury or hospitalisation occurs.
- ◆ breaks bone, or suffers an injury to eyes, head or teeth
- ◆ injured at school during school hours and medical attention is provided on site by a health care professional
- ◆ a student has to leave school early as a consequence of the accident
- ◆ a parent or caregiver is summoned to the school as a result of the accident
- ◆ the principal believes legal proceeding could result from the incident



Accident involving..

STUDENT/VISITOR



Notify front office and senior executive.

Front office staff to **NOTIFY PARENTS** - in writing/phone & record details in **First Aid Register** (kept in the front office)



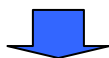
Complete **NON-EMPLOYEE INCIDENT or INJURY NOTIFICATION** within 24 Hours of becoming aware of a workplace injury/illness (Forms kept in **Register of Injuries** held in the front office) and fax to appropriate person listed on the bottom of the form



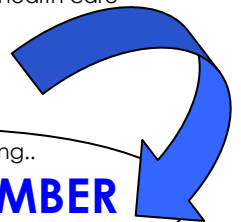
Senior staff member not directly involved in the incident organises for **all** required DET forms to be completed in pen not pencil.

FORMS

- ◆ CHECKLIST (*mandatory*)
- ◆ ACCIDENT TO STUDENT/VISITOR (*mandatory*)
- ◆ WITNESS TO SCHOOL STUDENT/VISITOR ACCIDENT - STAFF MEMBER
- ◆ STUDENT WITNESS TO SCHOOL STUDENT/VISITOR ACCIDENT
- ◆ STATEMENT BY ACCIDENT VICTIM



File all documents in a plastic sleeve and sign off in **Register of Injuries** (note that this is not the First Aid Register as listed above)



Accident involving..

STAFF MEMBER



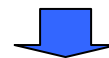
Seek first aid immediately if required.
Notify your workplace manager ASAP

Contact the **Incident Notification Hotline**
1800 811 523

They will generate all the necessary reports

Consult a doctor and obtain a medical certificate and arrange for treatment if required.

Authorise the doctor to provide relevant information to the **GIO and the Department of Ed & Training**



A copy of the Incident Notification Form will be sent to.....

- ◆ Injury Management Centre 9266 0866
- ◆ Workplace Manager
- ◆ Staff Support Officer

If the incident results in an injury, DET's insurer **GIO** will also be notified



Enter details in the **Register of Injuries**