

**Burren Junction
Public School**

Reporting School Accident Procedures

November, 2017

NSW Department of Education

Burren Junction Public School

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Rationale:

This procedure and associated documents are located on Burren Junction Public School Server, Faculty, Teachers, Policies. Teachers may seek paper copies from the office. All completed documents are filed in the office.

NSW Department of Education Guidelines

See NSW Department of Education Intranet page: Policy Library

Burren Junction Public School Guidelines

If an accident occurs on the grounds of Burren Junction Public School or during school activities eg school excursion, the the following steps will be followed:

First Aid Officer, or teacher, determines if the injury is minor (eg: slight scratch or abrasion, strain or sprain) requiring minor first aid assistance and first aid is provided. If uncertain about the degree of the injury then further observation will occur to monitor the injury.

If, after further observation, the minor injury is deemed to be major (eg: head injuries, excessive bleeding, suspected broken bones and expulsion of bodily fluids), first aid is to continue and, in the case of students, the parents informed. In the case of an adult then outside agencies and assistance may be required.

A record of the accident is kept on the school premises with the completion of the "Accident to School Student / Visitor" report.

Staff and contractors are to contact their relevant WH&S unit to also report the accident.

The student accident report is to be prepared by the principal or delegate for accidents where the student has sustained a major injury (as outlined above). Accident reports should be retained for 7 years or until the injured person attains the age of 25 years, whichever is longer.

A copy of a witness statements may be provided to the person who made the statement if requested. Parents and caregivers may also be provided with a copy of any statement made by their child.

For further information refer to the NSW Department of Education's intranet Policy Library: Health, safety and wellbeing: Incident Reporting Policy.

* NB: Forms referred to above are located on the school server and with the principal.