Chandler Public School

Accident Report Policy

When should a report be completed?

A report should be prepared for any accident that occurs on school premises or during school activities that is not trivial. The report should be completed by the duty staff member. The following examples are a guide:

- A serious incident report is prepared about an accident which resulted in death, injury or hospitalization;
- A broken bone or injury to eyes, head, teeth;
- Medical attention is provided by a health care professional or this is reported at a later date;
- If a student has to leave school early as a consequence of an accident; or
- If there is potential for legal proceedings to result.

Procedures

1. The report should be prepared as soon as possible – preferably on the same day.
2. Witness statements should be obtained from any person, including students, who had direct knowledge of the incident. If there are a large number of these statements can be obtained from a representative sample and contact details of remaining witnesses recorded.
3. All forms completed in pen not pencil.
4. Witnesses should not consult with each other before preparing their report
5. Adults may assist young students if they are too young to write. They should read back to the student what is written and seek confirmation that that is what they saw. The fact that this step has been taken should be recorded on the form.
6. Attention of the person completing the form should be drawn to the privacy notice on the form.
7. Send home school ‘Accident Notification Form’.
8. Provide a copy of all documentation to the Principal.
9. Any parental claims, or legal queries, are referred by the Principal to the School Education Director through the usual channels. If the accident is a Critical Incident the Principal will report using the Incident Notification Hotline on 1800 811 523

Documentation to be filed

1. All completed forms (including duty roster, map of school showing position of teacher and accident site, all witness statements).
2. Where relevant copies of: rolls, staff lists, supervision rosters etc., first aid register or equivalent, community use agreements, relevant correspondence, school welfare or discipline policies, school rules, punishment / bullying registers.
3. Retain labeled objects if appropriate.
4. School ‘Accident Notification Form’

DET Procedures found at

Other References
“Reporting School Accidents” Legal Branch implemented 16/12/02
“Preparation and use of Accident Reports in Schools & TAFE” Legal Issue Bulletin 21 12/12/02