



ACCIDENTS & INCIDENTS REPORTING POLICY

The FCS administration of accidents and incidents is central to the Duty of Care to the students.

When an accident / incident occurs the following is to be undertaken by staff on hand:

- First aid action is to be taken as required.
- Seek support from other staff if necessary.
- Any serious accident or incident is to be reported immediately to the Principal.
- All accidents and Incidents are to be reported as soon as possible to the school office and required documentation completed. (Accident / Incident Notification Form)
- All incidents involving staff must be reported to the Principal.

Accident / Incident Recording

- An Accident / Incident Notification Form should be completed by the attending member of staff at the earliest possible opportunity after the safety of the student has been attended to.
- All Accident / Incident forms are to be filed and a copy given to the parent/guardian
- If the incident requires ongoing medication or medical assistance then a Health Care Plan will need to be created for the student and communicated to all staff and the relevant Student File updated.
- If the incident occurs and is felt to be a result of Abuse then staff are required to follow the procedures for Mandatory Reporting.

Policy Endorsement

This Policy has been endorsed by the FCS Governing Body.

Date: June 2022

Review Date: July 2024

Review Cycle. Every 2 years

Exceptions: This Policy may be reviewed earlier than the date stated subject to circumstance.