

Murrayville Community College Incident Notification Policy

PURPOSE

To ensure the school community understands our school's approach to Incident Notification.

SCOPE

The process for Incident Notification via the DET CASES21 Incident Notification Form.

POLICY

When an incident occurs Staff will follow the Murrayville Community College First Aid Policy and will ensure that treatment of the patient/s is prioritised. Once the situation has normalised staff involved will make the assessment as to the severity of the incident and whether or not it requires formal notification via the DET CASES21 Incident Notification Form.

The following types of incidents require formal notification:

- Head injuries
 - Eyes
 - Concussion
 - Severe lacerations
 - Dislocations / Broken Bones
- Broken Bones / Joint Dislocations
- Severe Lacerations / Puncture Wounds

Once the decision has been made to complete the form the staff member will make the assessment and complete the form as soon as possible following the initial incident.

The completed form will be given to the Front Office Staff for submission via the CASES21 system. DET Emergency & Security Management to be notified ASAP when a serious incident occurs – 9589 6266.

MORE INFORMATION AND RESOURCES

- CASES21 Incident Notification Form
- Murrayville Community College First Aid Policy
- Incidents to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported.

REVIEW CYCLE AND EVALUATION

This policy was adopted on 20th May 2019 and is scheduled for review in May 2020.