



Accident, Injury and Incident Reporting Policy PP006

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM). It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Rationale

The College has a duty of care to take reasonable steps to keep for all students safe. This includes having appropriate policies and procedures to reduce the likelihood of **accidents, injuries** and incidents, to deal effectively with emergencies, and to provide a consistent response to accidents, **injuries and** incidents within the College environment.

Purpose

This policy explains to college parents, staff and students:

- the processes and procedures in place at college to manage accidents, injuries and incidents.
- the responsibilities of college staff to report and investigate accidents, injuries and incidents; and the need for a consistent approach to managing and reporting accidents and incidents in the College environment

Scope

This policy applies to all staff, students, volunteers, contractors, and visitors in the College environment.

It covers all accidents, injuries, near misses, dangerous occurrences, and other incidents on campus or while participating in school/RTO-endorsed activities off-site.



Accident, Injury and Incident Reporting Policy PP006

Definitions

Accident	An unexpected or unintentional event that may cause injury or ill health in a College staff member or student, and may involve damage to property.
Injury	Is any physical harm or damage to the body caused by external force or trauma? It can result from accidents, falls, hits, weapons, burns, chemicals, electricity, or other causes. Injuries can range from minor (like cuts or bruises) to severe (like broken bones, traumatic brain injury, or internal organ damage).
Accident, Injury and Incident Register	A document that records all accidents and incidents at the College. It includes the investigation results, an assigned severity rating, and identifies the new processes or strategies put in place to prevent or reduce the impact of a future recurrence.
College Environment	Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside college hours, including: <ul style="list-style-type: none"> • A campus of the College • On-line College environments (including email and intranet) • Other locations provided by the College for a student’s use (including without limitation, locations used for college camps, sporting events, excursions, competitions and other events).
Critical incident	Critical incidents are any extraordinary and unexpected circumstances that may cause a traumatic reaction. They may be sudden, overwhelming, threatening or protracted. Examples include but are not limited to: <ul style="list-style-type: none"> • Illness (epidemic or pandemic), death or serious injury; • threatening behaviour with a weapon or firearm; • criminal events including assaults (physical, sexual or psychological), aggression, theft, and robbery or the threat of harm (including domestic violence, stalking, bullying and cyberbullying); • natural disasters (such as earthquake, flood, bushfire, grass fire, cyclones, severe weather events); • hospitalisation; • suicide attempts;



Accident, Injury and Incident Reporting Policy PP006

	<ul style="list-style-type: none"> • witnessing an event (such as a serious road accident or violent event); • emergency evacuation (due to fire, explosion, bomb threat, hostage situation, chemical hazard or spill, gas or water leak); • public health alert (such as pandemics and communicable diseases); • drug or alcohol abuse and other social issues.
Emergency Management Plan	A document recording the College’s emergency management arrangements such as emergency procedures, response and recover strategies, emergency management roles and responsibilities, and notification requirements.
Incident	<p>An incident is any actual or alleged event or situation that:</p> <ul style="list-style-type: none"> • causes harm or creates a risk of causing harm to a student’s health, safety and wellbeing, either directly or indirectly while under the care or supervision of the College; • impacts a student and is brought to the attention of the College, regardless of when or where it occurred, provided it is impacting on the student or other students within the College environment; • causes harm or creates a risk of causing harm to a College employee’s health, safety and wellbeing either directly or indirectly in the work setting; • affects or risks affecting the continuity of College operations, including matters of security, property damage and emergencies; • requires police notification or involves matters of serious conduct; or • is a WorkSafe Notifiable Incident. <p>Incidents are categorised as critical incidents, serious incidents or other incidents.</p>
Incident Report	<p>A internal report completed by College staff involved in an accident, injury or incident after the event. It records the basic details of the event, and forms the basis of a College investigation into the impact of the event, and how the likelihood of a future recurrence can be avoided or reduced.</p> <p>For recording the Accident or Injury use the form Accidents and Injury Report-FT001</p>



Accident, Injury and Incident Reporting Policy PP006

	For recording the incident use the Incident Report Form -FT002
Mandatory Report	A Mandatory Report is the legal requirement for certain professional groups (or mandatory reporters) to report a reasonable belief of child physical or sexual abuse to Child Protection.
Other incidents	Other incidents include any actual or alleged events or situations that may require staff intervention but may result in minor workarounds before normal College operations resume. or during normal college operations Examples include: <ul style="list-style-type: none"> • minor property damage; • minor neighbourhood complaints; • injury not requiring medical attention; • minor verbal altercations.
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Risk assessment	A method for systematically identifying and evaluating the potential risks that may arise in an activity.
Risk assessment matrix	A table that assigns a risk rating to identified risks based on the likelihood of the risk occurring and the impact or consequences for college operations should it occur.
Risk Register	A document that records identified risks, including child safety risks, assesses their impact, describes the actions (controls) to be taken to mitigate them, and identifies the person or group responsible for managing the risk.
Serious incident	A serious incident refers to an actual or alleged event or situation that threatens College staff or students, but is not considered a critical incident. Examples include: <ul style="list-style-type: none"> • injuries or assaults that require medical attention but are not serious or life threatening; • serious threats: • any behaviour that is a potential risk to staff or students; • alleged criminal behaviour that result in police intervention; • incidents that have the potential to escalate into a critical incident, or nearly led to serious injury or death; • unethical behaviour by staff that puts students at a disadvantage.
Severity rating	A rating applied to accidents and incidents: <ol style="list-style-type: none"> 1. critical- refer to the definition above



Accident, Injury and Incident Reporting Policy PP006

	<p>2. serious: refer to the definition above</p> <p>3. Minor: – refer to the definition of ‘other incidents’ above</p> <p>The rating is applied when the accident or incident is investigated and added to the Accident and Incident Register. Allegations of child abuse are automatically awarded a rating 1 (critical). Police and other agency notification requirements are legal responsibilities not related to the College’s severity rating for accidents and incidents.</p>
Student Support Team	The Student Support Team comprises youth welfare workers and education support workers.
Warden	A College staff member with the designated role of ensuring that College emergency or incident control procedures and processes are followed in an emergency situation.
WorkSafe Notifiable Incident	<p>Under the Occupational Health and Safety Act 2004 (Vic), all employers are required to report workplace incidents resulting in:</p> <ul style="list-style-type: none"> • death; • medical treatment within 48 hours of being exposed to a substance; • immediate treatment as an in-patient at a hospital; • immediate medical treatment for amputation, serious head injury, serious eye injury, separation of skin from underlying tissue, electric shock, spinal injury, loss of a bodily function, or serious lacerations; • any of the following dangerous occurrences if they expose a person in the immediate vicinity to an immediate health and safety risk, regardless of whether or not an injury has occurred: <ul style="list-style-type: none"> ○ collapse, overturning, failure, malfunction of or damage to plant that is required to be licensed; ○ collapse or failure of an excavation or supporting shoring; ○ collapse or partial collapse of a building or structure; ○ an implosion, explosion or fire; ○ escape, spillage or leakage of any substance; ○ the fall or release from a height from any plant, substance or object. <p>Contact WorkSafe on 13 23 60 for further advice. Failure to report a workplace incident is an offense.</p>

Responsibility



Accident, Injury and Incident Reporting Policy PP006

1. The College Board is responsible for authorising this policy.
2. The Executive Principal is responsible for:
 - implementing this policy and other policies, procedures and processes to protect the safety of staff and students in the College/RTO environment.
 - undertaking risk assessments for college activities, including camps;
 - reporting Notifiable Incidents to WorkSafe Victoria (or instructing the Assistant Principal/Curriculum Leader to make the report) and advising College Board that a report has been made as required by WorkSafe;
 - reporting any accidents, injuries or incidents with a severity rating or critical or serious to the College Board as soon as practicable
 - assessing the severity rating of reported accidents and incidents, and developing systems to prevent or reduce future recurrence;
 - informing parents of accidents, injuries or incidents which have resulted in injury or harm, and details of any treatment provided to students;
 - updating the Accident, injuries and Incident Register and Risk Register after reviewing the incident;
 - updating the Emergency Management Plan as required; and
 - ensuring that College staff have been trained to deal with accidents and incidents.
3. The Principal/Curriculum Leader is responsible for:
 - ensuring that staff involved in accidents and incidents follow College procedures and complete an internal incident report when safe to do so;
 - investigating accidents, injuries and incidents and developing recommendations for improvement should they happen in future;
 - undertaking risk assessments for excursion activities; and
 - arranging training for staff in college incident protocols and processes.
4. The Student Support Team is responsible for:
 - providing wellbeing support for staff and students during and after an accident or incident;
 - recommending appropriate ongoing support measures for those involved; and



Accident, Injury and Incident Reporting Policy PP006

- advising the Assistant Principal/Curriculum Leader of possible controls and preventative measures to reduce the likelihood of recurrence.
5. College staff are responsible for:
- exercising their duty of care and staying alert to the possibility of accidents ,injuries and incidents in the College environment;
 - being aware of College accident, injury and incident processes and reporting requirements;
 - reporting accidents, injury and incidents when they occur;
 - as trained first aid officers, manage any accidents, injuries or incidents in line with the Caring for ill students, First Aid, Emergency Management and related polices;
 - advising the Assistant Principal/Curriculum Leader of possible controls and preventative measures to reduce the likelihood of recurrence; and
 - undertaking the required training when arranged by the Assistant Principal/Curriculum Leader.
6. Students, volunteers or contractors should report any accidents, injuries or hazards to a College staff member as soon as possible.

Implementation

Plenty River College has a responsibility to protect staff and students from a risk of injury or harm when that risk could be reasonably foreseen. The College has developed a range of policies and procedures for managing and reporting accidents and incidents, including:

- critical incidents and emergencies (please refer to the College's ***Critical Incident and Emergency Management Policy***);
- incidents involving child abuse (please refer to the College's ***Child Safety Reporting Obligations Policy***);
- incidents involving anaphylaxis or severe allergic reactions (please refer to the College's ***Anaphylaxis Management Policy***);
- incidents involving bullying, cyberbullying or harassment (please refer to the College's ***Bullying and Harassment Prevention Policy***); and
- accidents, injuries and incidents (this policy).



Accident, Injury and Incident Reporting Policy PP006

Procedure

If any students or staff are involved in an accident or incident or are injured while in the College environment, College staff will follow the emergency response procedure below

Step	Action
1	<p>Respond to the immediate needs of students, staff, volunteers or visitors:</p> <ul style="list-style-type: none"> • provide first aid as required; • call emergency services on 000 if required; • be calm and offer reassurance; • for critical incidents, follow the College’s Critical Incident and Emergency Management Policy. • for incidents involving child abuse, follow the Child Safety Reporting Obligations Policy. • preserve site evidence if appropriate (for a WorkSafe Notifiable Incident), unless there is an immediate need to make the site safe or to protect the health and safety of anyone involved; • only contact nominated family or carers, if directed to by the Executive Principal
2	<p>Seek assistance from other staff if necessary:</p> <ul style="list-style-type: none"> • contact the Assistant Principal/Curriculum Leader for assistance and advice; • request support from the Student Support Team for students and staff; • request ongoing support where needed
3	<p>When it is safe to do so, compile an internal incident report and report the incident or hazard to external agencies as required.</p> <ul style="list-style-type: none"> • if the event is an accident or injury complete Accidents and Injury Report Form FT001 • if the incident involves bullying, cyberbullying or harassment, make a Bullying/Harassment Report-FT003. • For other incidents complete Incident Reporting Form FT002



Accident, Injury and Incident Reporting Policy PP006

	<ul style="list-style-type: none"> • After completing the relevant form, staff members must update the Simon – Student Record Management System with a summary of the incident under the student’s profile. • if the incident involves child abuse, also make a mandatory report to Child Protection. <p>if the incident is a WorkSafe Notifiable Incident, request the Executive Principal or Assistant Principal/Curriculum Leader to notify WorkSafe Victoria on 13 23 60 within 24 hours and complete an online incident report at https://www.worksafe.vic.gov.au/resources/incident-notification-form</p> <ul style="list-style-type: none"> • if required, make a report to Victoria Police.
4	<p>Investigate the incident –Assistant Principal/Curriculum Leader</p> <ul style="list-style-type: none"> • investigate the incident to identify possible causes and potential hazards; • consult with relevant staff and recommend possible control and preventative measures
5	<p>Review the incident and update the Accident, injury and Incident Register– Executive Principal</p> <ul style="list-style-type: none"> • assess the severity rating of the incident; • review the effectiveness of the proposed controls and preventative measures; • update the Accident, Injury and Incident Register available through Monday.com • update the College risk assessment matrix and Risk Register; • update the Emergency Management Plan; • Notify the College Board (as appropriate); • implement the approved strategies and controls; and <p>arrange staff training as required.</p>



Accident, Injury and Incident Reporting Policy PP006

Communication

1. This policy will be communicated to the College community through the College website.
2. Parents will be notified of accidents, injuries or incidents involving their child;
3. College staff will be informed of college accident, injuries and incident reporting responsibilities and procedures through:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year;
 - the College Teacher Handbook (for teachers); and
 - training programs and professional development activities on accident, injury and incident management and reporting.

Related Forms

- Accidents and Injury Report Form FT001
- Incident Report Form FT002
- Bullying/Harassment Incident Report-FT003
- Accident, injury and Incident Register R004

Related Policies

- Anaphylaxis Management
- Bullying and Harassment Prevention
- Camps and Excursions
- Caring for Ill Students
- Coronavirus
- Critical Incident and Emergency Management
- Duty of Care
- External Providers
- Mandatory Reporting
- Student Engagement, Wellbeing and Inclusion

Relevant Legislation

- Child Wellbeing and Safety Act 2005 (Vic.)
- Children, Youth and Families Act 2005 (Vic.)
- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic)
- Ministerial Order 1359 – Child Safe Standards – Managing the risk of child abuse in schools
- Occupational Health and Safety Act 2004 (Vic.)



Accident, Injury and Incident Reporting Policy PP006

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Revision Record:

Date	Version	Revision description
31/03/2017	V2017.1	Initial Policy
20/05/2025	V2025.2	<ul style="list-style-type: none"> Added RTO details, Header and Footer. Updated the Policy name from Accident and Incident Reporting policy to Accident, Injury and Incident Reporting. Introduced a new form to report the incident. Updated the cohort details. Updated step 3 guides relevant parties on which forms to use to record the events. Updated the Ministerial order details. Added revision record section. Updated the School Standards and RTO Standards section
13/12/2026	V2025.2.1	<ul style="list-style-type: none"> Minor edits – Introduction updated, Title update etc