



CRITICAL INCIDENT PLAN

POLICY STATEMENT

At Thomastown Secondary College we acknowledge that our College is a workplace involving children and a variety of different activities. By its very nature, it is logical that from time to time accidents and incidents will occur with both staff and students. It is understood that as a result, the College will be required to record and report such incidents and accidents in accordance with the DET Guidelines and as outlined in the Hazards and Incidents Reporting and Investigation procedures

RATIONALE

It is understood that schools must report all accidents and incidents. Details of each accident or incident must be recorded and reported in accordance with legal guidelines and as such, procedures outlined.

AIMS

To ensure all staff at the College are aware of the DET Guidelines on Accident recording and reporting

To ensure the College complies with the Department's administrative requirement to report and record accidents.

To ensure expert response to all school emergencies and incidents including incidents that occur during:

- camps, excursions or outdoor adventure activities
- weekends and holidays
- travel to or from school
- non-school hours

To ensure the proper procedures are undertaken including registering the accident or incident on CASES21

GUIDELINES

At all times the College will adhere to the DET guidelines of reporting accidents and incidents within the school grounds. The following procedures must be followed.

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

1. First aid action is to be taken as required. Send a reliable student, if necessary, to the office to seek trained first aid assistance and administration assistance.
2. Seek assistance from nearby staff if necessary.
3. Any serious accident or incident is to be reported immediately to school administration. (See Appendix B for *Serious Incidents*)
4. All accidents and Incidents are to be reported as soon as possible to the college office and required documentation completed.

All Accidents and Incidents involving injury are also to be entered online in the injury management system on CASES/CASES21 (see Appendix A)

Incidents to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported to administration.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- [DET Accident and Incident Recording and Reporting Guidelines](#)
- [DET Incident and Hazard Reporting Procedures](#)

Appendices, which are connected with this policy, are:

- Appendix A: CASES21 Incident Notification form

REVIEW PERIOD

This policy was last updated on 17/06/19 and is scheduled for review on June 2020.

Appendix A

CASES21 INCIDENT NOTIFICATION FORM

School Name/Location:	School Number:
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BRIEF ACCOUNT OF INJURY

Details of Incident:	

Accident Date:	Accident Time:

ACTIVITY (GENERAL & DETAILED)

Chemical Use Manual Handling, Lifting Sports/Physical Education (Athletics, Basketball, Cricket, Football-All Codes, Skating, Baseball, Gymnastics, Ball Games not Specified, Other Sports)	Vehicle Use (Car, Bicycle, Bus, Other) Machinery Use (<i>Hand tools, Portable Power Tools, Other Machines</i>) Using Office Equipment Curriculum Area (<i>Arts Science, Technology studies, PE, Home Economics, Other</i>)	Fighting/Assault Play General Walking Running, Jumping, Skipping Accidental Contact by other Person Other (Specify) _____ _____ _____
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ACCIDENT DESCRIPTION

Slip Trip Fall Overexertion	Mental Stress Collision Crushing Hit by Moving Object	Other (Specify) _____ _____ _____
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ACCIDENT SITE (Indicate CAMPUS, if more than one CAMPUS)

Sports Ground/Venue Playground General Playground Equipment Classroom General Chairs	Doors/Windows Stairs/Steps Paths/Walkways Office Administration Travel to / from School	Camp/Excursions Other (Specify) _____ _____
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STAFF ON DUTY

Name _____
Number of Staff on Duty:

INJURED PERSON

Type: Student Staff Family Others	Name:	
ID (If Applicable):		
Date of Birth:	Age:	Gender:
Address:		Telephone:
If Applicable Date of Ceasing Work:		WorkCover Claim Lodged:

INITIAL ASSISTANCE BY PERSON

Type: Student Staff Family Others ID (If Applicable):	
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SEVERITY OF INJURY

INJURY:	1. First Aid (Returned to Class)	4. Hospital (Outpatient) Treatment
	2. First Aid (Sent Home)	5. Hospital (Inpatient) Treatment
	3. Doctor or Dental Treatment	6. Fatal

DOCTOR TREATED PATIENT FOR (If Applicable)

TREATMENT:	1. Amputation of any part of the body	7. The Loss of a bodily function
	2. Serious Head Injury	8. Serious lacerations (serious means "of Grave Aspect" or "Critical")
	3. Serious Eye Injury	9. Injury due to exposure to a substance (eg Gas Inhalation, Acid Exposure)
	4. Separation of skin from underlying tissue (eg Degloving/Scalping)	10. Other (Specify) _____
	5. Electric Shock	
	6. Spinal Injury	

NATURE OF INJURY

NATURE:	1. Fracture	6. Crushing/Amputations
	2. Dislocation	7. Bruises/Knocks
	3. Strains/Sprains	8. Dental Injuries
	4. Lacerations/Cuts	9. Other (Specify) _____
	5. Burns/Scalds	

LOCATION OF INJURY

LOCATION	1. Head (<i>Skull, Face, Jaws, Ears</i>)	5. Arm (<i>Shoulder, Elbow, Forearm, Wrist, Hand, Finger, Thumb</i>)
	2. Eyes	6. Leg (<i>Hip, Thigh, Knee, Ankle, Foot, Toes</i>)
	3. Neck	7. Internal
	4. Trunk (<i>Chest, Abdomen, Buttock, pelvis, Spine</i>)	8. Multiple locations
		9. Ear

WITNESS DETAILS (Provide attachment if multiple witnesses)

Name:	Type: Student Staff Family Others ID (If Applicable):
Address:	Telephone:
Witness Statement: _____	

PREVENTIVE ACTION PROPOSED OR TAKEN (For Staff members or Severe Accidents)

<ol style="list-style-type: none"> 1. No Preventative Action Taken/Intended 2. Referred to the School's Safety/OHS or Risk Management Committee 3. Referred to the School's Health and Safety Representative 4. Review of Curriculum 5. Review/Reinforce/Reiterate Procedures 6. Review Systems 7. Review the Environment 	<ol style="list-style-type: none"> 8. Review Personal Protective Clothing/Item 9. Review Equipment/Machinery Modifications 10. Review Equipment/Machinery Maintenance 11. Review/Reinforce/Reiterate Student Instructions 12. Review Training Provisions 13. Other (Please first contact the Liability Claims Management Unit - Specify) _____ _____
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OFFICE USE ONLY – ENTRY TO CASES21

Staff Initial:	Principal Initial:
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Date ___/___/___ Signature of Principal/Head Officer _____

Appendix B

Serious incidents

Reportable incidents

As a general rule, a serious incident is one that requires medical attention or a police investigation.

Examples of reportable incidents involving schools include:

- motor vehicle collision and/or all WorkCover incidents
- impact by machinery, equipment, aircraft
- fatalities
- fire on school grounds, bush or grass fire
- incidents of death or serious injury (injury requiring medical attention)
- incidents resulting in:
 - closure or significant damage to parts of a building or its contents and/or a threat to health and safety
 - [bomb threat](#)
 - outbreak or incidence of disease
 - presence of toxic fumes or explosive conditions
 - finding hazardous material on school site including explosives, fog signals, detonators, gun powder, cords and fuses, blasting cartridges, incendiary devices, marine distress signals, propellant powders etc
 - fumes, spill, leak or contamination by hazardous material
 - flood, windstorm, earthquake or other natural disasters
 - criminal activity such as suspicious person/s and/or vehicles, vandalism, burglary, graffiti, theft, fraud, property damage
 - neighbourhood complaint
 - missing/disappearance/removal of student/s including:
 - unauthorised/unexplained absenteeism from school
 - unauthorised absenteeism resulting in a missing persons report
 - firearms, weapons or bomb threat
 - behaviour of a student, visitor or staff member that could lead to potential risk to someone else
 - serious threats made against a person
 - siege or hostage situation
 - need for evacuation or lockdown
 - unethical staff behaviour particularly if it involves taking advantage of a student, visitor or staff member
 - issues of negligence or legal liability
 - near misses: incidents that very nearly lead to injury or death, e.g. hazardous conditions observed/near misses.
 - an event with a major impact on school operations or the potential to:
 - involve the relevant Minister
 - subject the Department to high levels of public or legal scrutiny.

Note: Schools should also report any nuisance activity which may not have led to damage, but could lead to crime at a future time. This information is used to implement pro-active security measures such as targeted security patrols, temporary surveillance and intruder detection systems to prevent criminal activity.

Bomb threats

If a bomb threat is received via a telephone call, follow your Emergency Management Plan.

1. call police on **000**
2. notify the Security Services Unit on 03 **9589 6266**
3. implement the school's emergency management plan
4. do not search for the bomb
5. do not allow a search by students or staff
6. if a bomb or other explosive device is sighted in the school grounds, keep staff, students and other visitors to the school calm and promptly clear the area in an orderly and calm manner
7. do not impede an explosives inspector from entering school premises
8. do not handle any explosives found at school.

Note: an inspector of explosives may interview students at school on the same basis as a police interview.

Fires

All fires, including those that have been extinguished and regardless of their size, must be reported to the relevant fire service for the particular locality by contacting 000 and the SSU.

Helicopter landings in schools in an emergency

The Department has given a general authorisation for the use of school grounds as helicopter landing sites during emergencies for the: air ambulance, fire reconnaissance or crime prevention.

The urgent nature of an emergency may preclude advance notification. The pilot is responsible for ensuring that the:

- area chosen for landing is suitable
- safety of those on the ground is not compromised.

If a landing occurs during school time, students must remain at a safe distance, clear of the departure, and approach paths.

The Department has not given approval for media, commercially or privately operated helicopters to use school grounds. They must obtain permission from the principal before landing.

Note: If the principal or school council consider helicopter arrivals or departures from the school grounds for non-emergency purposes there are stringent requirements for the safety of spectators and protection of the environment. Schools must contact the Aviation Branch of the [Commonwealth Department of Infrastructure and Regional Development](#) and the [Environment Protection Authority](#) for advice.