



TIWI COLLEGE



Student Injury Policy

Rationale:

All children have the right to feel respected and be safe. At Tiwi College the well-being and welfare of the young Tiwi is paramount. The wellbeing of a child includes the child's physical, psychological and emotional wellbeing.

This policy refers primarily with the reporting and record keeping of the physical wellbeing of our cohort whilst acknowledging the close relationship it has with their emotional well being.

In regards to serious injuries, Tiwi College adheres to the *Workplace Health and Safety Act* and is bound to report any of these types of injuries to NT Worksafe.

Implementation:

- Injuries to students that occur on school premises or during school organised activities must be recorded and reported in accordance with the procedures and timeframes outlined in this policy.
- Any student injury that is significant, involves electric shock or results in death must be reported to NT WorkSafe in accordance with the *Workplace Health and Safety Act* reportable incident requirements.
- A significant student injury that is also a critical incident should be reported to NT WorkSafe as soon as practicable following the incident.
- The **NT WorkSafe Incident Notification** form must be provided to NT WorkSafe within 48 hours of the occurrence.
- Student injuries must be reviewed as part of normal school occupational health and safety monitoring practices.

Responsibilities:

Supervising teacher

The supervising teacher is responsible for:

- the injured student
- advising the principal or their nominated delegate (White Box personnel or OH&S personnel) as soon as practicable following the injury occurring
- completing the *student injury record form* and lodging it with the principal or their nominated delegate in a timely manner – within 24 hours
- providing sufficient information for the *NT WorkSafe Incident Notification form* (FM137), if the principal or their nominated delegate determines that the accident is a reportable incident.

Principal

The principal is responsible for:

- ensuring all relevant information is included in the student injury record form
- determining whether a student injury is a reportable incident and, if so, notify and report it to NT WorkSafe
- ensuring that student injuries and prevention measures are reviewed as part of normal school occupational health and safety monitoring practices.



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Recording Student Injuries:

All recording of student injuries should include sufficient detail regarding:

- the injured student, including their date of birth and year level
- the circumstances resulting in the injury
- the name of the teacher supervising the student at the time of the injury
- details of any action taken after the injury
- any witnesses to the injury, including other teachers and students
- details of contact made with the student's parents/carers
- details of any actions taken to prevent the injury reoccurring
- any other relevant information required by an approved form, e.g. NT WorkSafe incident notification form

Comprehensive recording of relevant information about the circumstances surrounding student injuries is essential for insurance purposes and legal purposes if court proceedings should follow. It is an offence under the *Workplace Health and Safety Act* if notification requirements for reportable incidents are not complied with.

Reportable Incidents:

Some accidents that result in student injuries are reportable incidents under section 64 of the *Workplace Health and Safety Act*. Reportable incidents must be:

- notified to NT WorkSafe immediately (as soon as practicable) by calling 1800 019 115. A reference number should be obtained as proof of this notification
- reported to NT WorkSafe using the NT WorkSafe incident notification form (FM137) within 48 hours of the incident occurring.

A copy of the NT WorkSafe incident notification form and the Tiwi College student injury record form must be given to the Principal for TEB notification.

If there is any doubt regarding whether an injury is a reportable incident advice should be sought from NT WorkSafe.

Access to Student Injury Documentation:

- Student injury record forms, NT WorkSafe incident notification forms and any other supporting documentation relating to a student injury should be retained by the school on individual student record folders in accordance with the Tiwi College Student Record Keeping Policy
- On request to the principal a copy of the student injury report form or NT WorkSafe Incident Notification form may be provided to the student or their representative.
- Principals should take into consideration the privacy of third parties and check proof of identity for any student or their representative prior to providing access.