

# GUIDELINES AND PROCEDURES

## RECORDING AND REPORTING STUDENT INJURIES

Responsibility of: School Support Services  
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Target Audience: Staff, parents and community

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This document should be read in conjunction with [Work Health and Safety Incident Reporting Guidelines](#).

### 1. INTRODUCTION

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 document and the Work Health and Safety guidelines. Notifiable incidents must be recorded using the DoE Online Incident Report form as soon as practicable following the incident.

Any student injury that is classified as a notifiable incident must be reported to NT WorkSafe in accordance with the [Workplace Health and Safety \(National Uniform Legislation\) Act 2011](#).

A notifiable incident should be reported to NT WorkSafe immediately following the incident by phone. The [NT WorkSafe Incident Notification form](#) must be provided to NT WorkSafe within 48 hours of the occurrence if requested by NT WorkSafe.

All student injuries other than minor injuries require completion of the department's [Online Incident Report form](#).

School procedures for managing student injuries must be reviewed as part of normal school occupational health and safety monitoring practices.

### 2. SCOPE

The recording and reporting provisions of this procedure and guidelines do not apply to student injuries of a minor nature. It is the responsibility of individual schools to develop a process for recording minor student injuries, for example, in a first aid book.

### 3. DEFINITIONS

**Minor injury:** is an injury that can be treated without medical attention and there is no expectation of ongoing symptoms. A commonsense approach should be taken in determining whether an injury is of a minor nature.

**Notifiable incident:** is an incident that is required to be immediately reported to [NT WorkSafe](#). A notifiable incident includes:

- the death of a person;
- a serious injury or illness of a person; or
- a dangerous incident.

**Serious injury or illness:** requires the person to have:

- immediate treatment as an in-patient in a hospital (i.e. admitted to hospital)
- immediate treatment for: the amputation of any part of his or her body; a serious head injury; a serious eye injury; a serious burn; the separation of his or her skin from an underlying tissue (such as degloving or scalping); a spinal injury; the loss of a bodily function; or serious lacerations
- medical treatment within 48 hours of exposure to a substance (treatment by a medical practitioner).

**Dangerous incident:** is an incident that exposes a student to a serious risk to their health or safety. Examples of exposure include:

- Uncontrolled spillage or leakage of a substance
- Electric shock
- Uncontrolled escape of gas or steam.

**School organised activities:** includes educational excursions, work experience and structured work placements.

## 4. ROLES AND RESPONSIBILITIES

### Supervising teacher

The supervising teacher is responsible for:

- the injured student
- advising the principal or their nominated delegate as soon as practicable following the injury occurring
- completing the department's [Online Incident Report form](#) (the paper version can be used if the online system is inactive) and lodging it with the principal or their nominated delegate in a timely manner
- providing sufficient information for the NT WorkSafe incident notification form (FM137)

### Principal

The principal or their nominated delegate is required to:

- immediately notify NT Worksafe (by the fastest possible means) of any notifiable incidents
- notify and report to the relevant Regional Director as outlined in this Procedure and Guidelines
- ensure that all relevant information is included in the DoE Online Incident Report form
- ensure that the management of student injury procedures are reviewed as part of normal school occupational health and safety monitoring practices.

**Host workplace for structured work placement/work experience:**

- Where a student is injured while involved in structured work placement/work experience, the host workplace is responsible for immediately notifying NT Worksafe of any notifiable incidents, immediately notifying the school and advising the Industry Engagement Officer of the situation as soon as practical.

**Regional Director**

The Regional Director is responsible for ensuring that principals have complied with the requirements of this policy.

## 5. ROLES AND RESPONSIBILITIES

Some accidents that result in student injuries are notifiable incidents under section 64 of the *Workplace Health and Safety Act (National Uniform Legislation) Act 2011*. Notifiable 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 if required by WorkSafe.

If there is any doubt regarding whether an injury is a notifiable incident advice should be sought from [NT WorkSafe](#).

## 6. ACCESS TO STUDENT INJURY DOCUMENTATION

DoE Online Incident Report forms, NT WorkSafe incident notification forms and any other supporting documentation relating to a student injury should be retained by the school.

On request to the principal a copy of the DoE Online Incident 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.

## 7. RELATED POLICIES

[Excursions](#)

[Emergency preparedness and continuity management](#)

[Work Health and Safety Incident Reporting Guidelines](#)

[Swimming and Water Safe Activities](#)

[Vocational Education and Training in Schools \(VETiS\) Policy](#)

[Recording and Reporting Preschool Incidents, Trauma and Illness Procedures.](#)

## 8. PROCEDURES

Refer to flowchart on following page.

Procedure: recording and reporting injuries

