

Recording and reporting student injuries – guidelines and procedures

This document should be read with Workplace requirements for incident reporting procedure, Excursions policy, Emergency management – school preparedness, School swimming, water safety programs and aquatic activities policy, and Vocational education and training guidelines.

Recording and reporting guidelines

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 Workplace requirements for incident reporting safety management guidelines. Notifiable incidents must be recorded using the Department of Education (department) online incident report form as soon as practical following the incident.

Any student injury that is classified as a notifiable incident must be reported to NT WorkSafe in accordance with the *Work 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 are to be reported using the department online incident report form as outlined in the Workplace requirements for incident reporting procedure.

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

Scope

The recording and reporting provisions of this guideline does 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.

Notifiable incidents

Some accidents that result in student injuries are notifiable incidents under section 38 of the *Work Health and Safety Act (National Uniform Legislation) Act 2011*. Notifiable incidents must be:

- notified to NT WorkSafe immediately and as soon as practical, by calling the workplace health and safety number. A reference number should be obtained as proof of this notification
- reported to NT WorkSafe using the NT WorkSafe incident notification form within 48 hours of the incident occurring, if required by NT WorkSafe.

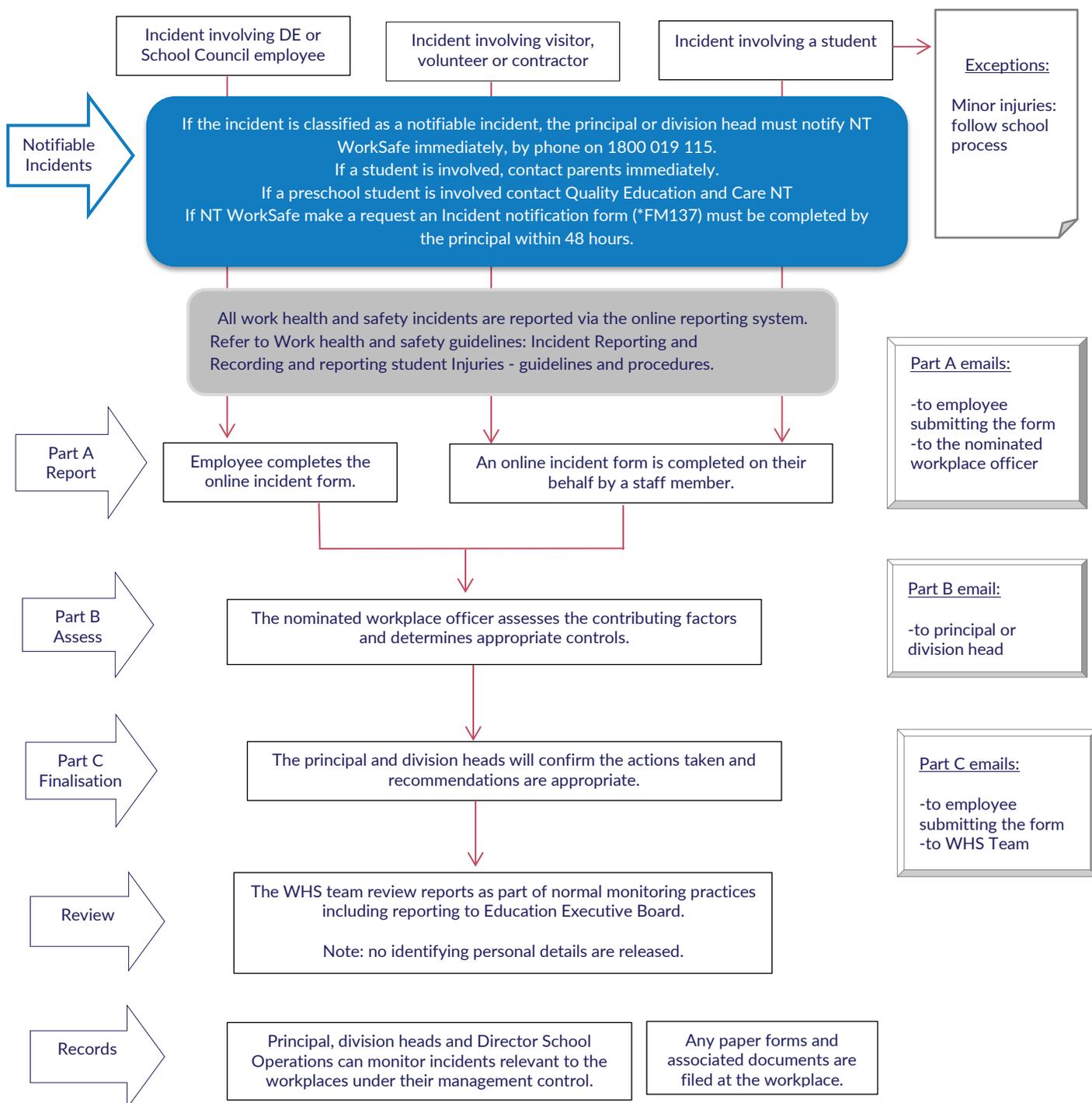
If there is any doubt regarding whether an injury is a notifiable incident, advice should be sought from NT WorkSafe by calling the workplace health and safety number or by emailing ntworksafe@nt.gov.au.

Storage and access of completed or historical incident report forms

Copies of the department’s 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 department’s 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.

Recording and reporting procedures



Roles and responsibilities

Supervising teacher

Supervising teacher is responsible for:

- the injured student
- advising the principal or their nominated staff member as soon as practical following the injury occurring
- reporting the incident on the department’s online incident report form
- providing sufficient information for the NT WorkSafe incident notification form.

Principal

Principal or nominated workplace officer is responsible for:

- contacting NT WorkSafe to discuss the incident and seek advice on whether the incident is a notifiable incident. If NT WorkSafe advises the incident is a notifiable incident, they will record the incident and provide you with an incident reference number which you will need to provide when you complete the NT WorkSafe notifiable incident report form
- notify and report to the relevant director school operations as outlined in this procedure and guidelines
- ensure that all relevant information is included in the department’s 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

Host workplace for structured work placement and work experience 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 where a student is injured while involved in structured work placement and work experience.

School Operations

Directors school operations are responsible for:

- ensuring that principals have complied with the requirements of this policy.

Definitions

Term	Definition
Minor injury	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	A notifiable incident according to NT WorkSafe is: <ul style="list-style-type: none"> • the death of a person

Term	Definition
	<ul style="list-style-type: none"> • a serious injury or illness of a person or • a dangerous incident <p>arising out of the conduct of a business or undertaking at a workplace, an incident is not notifiable just because it happens at or near a workplace.</p>
Serious injury or illness	<p>A serious injury or illness according to NT WorkSafe, is an incident that requires the person to have:</p> <ul style="list-style-type: none"> • immediate treatment as an in-patient in a hospital, that is 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	<p>A dangerous incident according to NT WorkSafe, is an incident that exposes a student to a serious risk to their health or safety. Examples of exposure include:</p> <ul style="list-style-type: none"> • uncontrolled spillage or leakage of a substance • electric shock • uncontrolled escape of gas or steam.
School organised activities	School organised activities includes educational excursions, work experience and structured work placements.

Related legislation, policy and resources

Legislation

Work Health and Safety (National Uniform Legislation) Act 2011 -

<https://legislation.nt.gov.au/Legislation/WORK-HEALTH-AND-SAFETY-NATIONAL-UNIFORM-LEGISLATION-ACT-2011>

Policy

Emergency management – school preparedness - <https://education.nt.gov.au/policies/school-operations>

Excursions policy - <https://education.nt.gov.au/policies/school-operations>

School swimming, water safety programs and aquatic activities policy -

<https://education.nt.gov.au/policies/health-safety/swimming-and-water-safety>

Vocational education and training guidelines - <https://education.nt.gov.au/policies/curriculum#vet>

Workplace requirements for incident reporting procedure -

<http://ed.ntschoools.net/documentcentre/Pages/home.aspx?category=Work%20Health%20Safety&subcategory=Safety%20management%20system>

Resources

Department of Education - Online incident report form -

<http://ed.ntschoools.net/audit/team/incidents/SitePages/onlineform.aspx>

[Department of Education – Workplace requirements for incident reporting safety management guidelines](http://ed.ntschoools.net/documentcentre/Pages/service_filter.aspx?category=Work%20Health%20Safety)

- http://ed.ntschoools.net/documentcentre/Pages/service_filter.aspx?category=Work%20Health%20Safety

NT Work Safe – Contact details for Workplace health and safety - <https://worksafe.nt.gov.au/contact-us>

NT WorkSafe - Incident notification form - <https://worksafe.nt.gov.au/forms-and-resources/forms/incident-notification-form>

NT Work Safe – Work Health and Safety incident notification - <https://worksafe.nt.gov.au/forms-and-resources/bulletins/work-health-and-safety-incident-notification>

Acronyms	Full form
DE	Department of Education
NT	Northern Territory
VET	Vocational education and training

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Version	Date	Author	Changes made
1	October 2013	Quality Assurance and Legislative Advisory	First release
2	March 2023	Inclusion, Wellbeing Programs and Services	Administration amendments to align roles and responsibilities to the structural alignment in effect from 1 July 2022, including NTG template and minor formatting