



ACCIDENTS AND INCIDENTS REGISTER

Greensborough Primary records all accidents and incidents and communicates relevant information to appropriate parties.

- Students who require First Aid and attend Sick Bay have the episode recorded in our Sick Bay/First Aid register and are given a copy to take home to their parents/caregivers. These records are archived as books are filled. Serious injuries are logged on CASES21 as per DET guidelines.
- The Student Critical Incident Advisory Unit is contacted for serious incidents requiring their advice and support.
- When advised by staff of an incident or injury this is reported and managed on Edusafe via the Incidents Register.
- The Greensborough/ Bundoora Telephone Communication Tree is used to notify network schools and Emergency Management of relevant incidents.