The Catlins Area School

Recording and Reporting Accidents, Injuries, and Illness

We **manage injuries and illness** appropriately, including contacting emergency services if required and **communicating** with key people.

The board is required to provide a safe physical and emotional environment for all students and staff (Education and Training Act s.127) and to monitor the health of workers and the conditions at the workplace to prevent illness or injury (Health and Safety at Work Act s.36). To meet this requirement, there must be processes in place for the board to receive and consider information regarding incidents, hazards, and risks.

Our healthcare recording and reporting processes apply to students, staff, and any others in school workplaces (including **visitors**, **volunteers**, and **contractors**) and are in keeping with our **privacy** policy. For other types of healthcare recording, see **Medicines** and **Health Conditions**.

Recording accidents, injuries, and illness

Our school maintains an ▶**injury and incident register**. Any accident, injury, or illness that requires first aid treatment and/or a visit to the sick bay is recorded in the register. We also record ▶**near misses**.

If warranted, witness statements may be collected and photographs taken of an incident site. We comply with all privacy guidelines and take into account (or take advice on) any relevant cultural considerations in such circumstances.

All staff are responsible for recording accidents, injuries, and illnesses they deal with, and the injury and incident register is maintained by the office administrator and kept in SMS edge.

Reporting and investigating accidents, injuries, and illness

The data recorded in our register is reported to the board regularly. This allows the board to review trends, investigate if needed, and respond in a timely way to reduce the likelihood of incidents happening again. Also see **Risk Management**.

Incidents (including near misses) are debriefed and investigated as appropriate to establish:

- what happened
- what could have prevented the incident (if anything)
- what needs to happen to resolve the incident
- what actions are required to improve school health and safety.

The board nominates a person or committee to lead each investigation, and outcomes are reported to the board. Investigations are undertaken with sensitivity to those involved and to privacy requirements. If WorkSafe, the Ministry of Health, or the police are involved, we follow their lead and advice regarding investigations. Appropriate records are kept of all investigations.

Once identified, actions are taken as soon as possible. If a hazard/risk is identified, we follow our **risk management** and **hazard register** processes.

If the incident is notifiable, we follow the procedures in **WorkSafe Notifiable Events**.

Other considerations

If an incident was the result of behavioural issues, we follow our **behaviour management** guidelines.

We follow additional procedures if an injury or near miss occurred as part of an **emergency, disaster, or crisis**.

Our records are **retained** in keeping with legal requirements.

The Catlins Area School completes an internal audit and assures the board that staff have been briefed and are implementing healthcare policies and procedures correctly. See **Review Schedule and Board Assurances**.

Related topics

- **Managing Injuries and Illness**
- **Communicating about Injuries and Illness**
- **WorkSafe Notifiable Events**
- **Primary Duty of Care**
- **Risk Management**
- **Crisis Management**
- **EOTC Health and First Aid**

Legislation

- Health and Safety at Work Act 2015
- Education and Training Act 2020
- Coroners Act 2006

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: **Health and Safety at Work Act 2015: A practical guide for boards of trustees and school leaders** 📕
  - Tool 18 – Causes of incidents and injuries checklist
  - Tool 19 – Injury or incident investigation form
  - Tool 21 – Injury and incident board report
- TKI l Te Kete Ipurangi: **Reporting head injuries** ⧉
- TKI l Te Kete Ipurangi: **Review your incident response register and procedures** ⧉

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