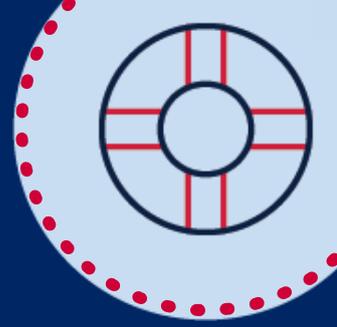


QUICK GUIDE

Workplace learning injury and damage to property flowchart

For Teachers



What to do when there's an accident or damage to property relating to a student

1

MANAGE THE IMMEDIATE RISK

Seek medical help immediately. If the student requires urgent assistance from police, fire or ambulance ensure you have contacted emergency services (000). Students treated at a hospital or medical centre use their Medicare number as provided on the Student Placement Record (SPR) or on the Student Emergency Contact Card. Students are not employees. Medical staff should not treat this as a worker's compensation claim.

2

WHO TO CONTACT

- Principal
- Parent or carer
- Work Placement Service Provider – for VET courses

3

DETERMINE SEVERITY OF THE INJURY

Depending on the severity of the injury, contact the Incident Report and Support Hotline within 24 hours – 1800 811 523 (8am-5pm). Examples include: serious injury, illness or dangerous incident (violence, weapons, drugs). If the incident occurred outside the hotline hours, please leave a message on the hotline number.

4

GATHER INFORMATION

Find out as much information about the incident and complete a written report as soon as possible. Use the DoE [Reporting School Accidents form](#) to collate your information. Complete this within 24 hours. The report must include a full statement from the student, the supervisor and relevant witnesses. The report will need to be filed with the SPR and made available if requested.

5

CLAIMS FOR INJURY / DAMAGE

Claims less than \$300 - Medical invoices to be paid by the family. Any out of pocket expenses may be paid by the school.
Claims over \$300 - The Department of Education will require a claim through insurance. Refer to claims for [students on work experience or work placement](#).

6

DEBRIEF AND REFLECTION

Ensure staff are provided the support they need. A reflection on the incident is recommended to inform any required changes to procedures, practices and risk assessments. A school representative should contact the student and family to offer assistance where required.

7

RECORD KEEPING

In accordance with the department's policy on records management, school accident reports with the SPR should be retained for 25 years.

FOR MORE INFORMATION:

Contact Pathways and Transitions

E: seniorpathways@det.nsw.edu.au or M: 0436 847 737