Injury Management
Ainslie Preschools

This procedure must be read in conjunction with the ACT Education and Training Directorate’s policy ‘Student Accident/ Incidents’.

- **Injury records**
  - must be kept for any injuries that have occurred at preschool
  - Signed by teacher and parent

- **Student incident report**
  - Completed within 5 days of incident
  - Signed by Principal and sent to Risk Management and Audit (ph: 6207 1974), Level 6, 220 Northbourne Avenue, Braddon, 2612

- **Teacher incident report**
  - Completed within 48 hours
  - Reported to Principal before logging paperwork
  - Person involved must complete form
  - Sent to Worksafe ACT

A ‘serious event’ is an accident/ incident that results in:

- A death in the workplace
- A dangerous occurrence (e.g. potential for a serious injury/ illness to a person, damage to equipment and plant, uncontrolled fire, explosion, gas leaks, substance or steam, entrapment or person in confined space etc.)
- An injury/ illness in which the person is unable to carry out their usual duties for 7 days or more OR an injury/ illness or property damage involving a third party within the workplace