



## **Policy: Accident Reporting and Investigation**

---

### **Policy Statement**

Care of others is foundational to the Special Christian Character of Jireh Christian School (“the School”) and emanates from the commandment of Jesus to love others as we love ourselves. Therefore, it is imperative that the Board ensures there is a safe physical and emotional environment for all students and staff.

The Board recognises its responsibility to report all accidents and incidents (“accident”) involving harm to persons. These are investigated in order to minimise risk. Deficiencies will be identified, and any remedial action will be implemented.

### **Procedural Guidelines**

#### **Accidents and Accident Reporting**

Records of all accidents, cause and treatment, are recorded on the student management system. This is a legal requirement. Any notification to parents of a serious accident should be via a member of the Executive Leadership Team. The Principal must be informed immediately of any accident to a staff member.

#### **Accidents on School Property**

1. Staff are required to inform the Office immediately of any accident to their own person. Staff are required to complete an accident form for ACC purposes.
2. Students are required to report any accidents to the office staff. The office staff are responsible for recording any accident in the Student Management System.
3. If there is an accident while at School or while on School business, e.g. field trip, sports trip, etc, it must be reported to the Principal/Deputy Principal. The nature and cause of the accident will be recorded and evaluated to determine and then eliminate hazards. The accident must also be recorded in order to be eligible for ACC assistance that might later be required. If students have an accident while under the School’s supervision, it must be reported to the office for treatment and/or to have the accident recorded.

#### **Serious Harm Accidents**

Where serious harm occurs to either a staff member or student while at School, the Principal/Deputy Principal (or a leader of learning in their absence) must be informed as soon as is practicable. The School in this instance is required to notify WorkSafe New Zealand as soon as possible and submit an on-line report to them within 7 days of the event. The School will report any notifiable injury or notifiable incident or notifiable event as defined by sections 23, 24 and 25 of the Health and Safety at Work Act 2015. “Serious harm” is defined as any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function.

Where a person is seriously harmed, the School is required to ensure that no one removes or disturbs any wreckage, article, or thing related to the accident unless it is necessary to:

1. Save the life of, prevent harm to, or relieve the suffering of, any person; or
2. Maintain access to an essential service or utility.

A WorkSafe New Zealand inspector or a member of the NZ Police must give permission before the accident scene may be disturbed.



## Legislative Compliance

The Health and Safety at Work Act 2015

### Review schedule: Triennially

**ADOPTED BY BOARD**

Date 12<sup>th</sup> September 2017      Chairperson **R Thornton (Acting)**

Reviewed Date	28 <sup>th</sup> November 2017	Chairperson <b>R Thornton</b>
Reviewed Date	23 <sup>rd</sup> June 2020	Chairperson <b>M Causley</b>
Reviewed Date	20 <sup>th</sup> February 2024	Presiding Member <b>A Coombridge</b>