

WHAREORINO SCHOOL



PROCEDURE 09: MANAGING ACCIDENTS AND TREATMENT

ACCIDENT AND TREATMENT REPORT

Reporting and Recording Accidents and Incidents

Whareorino School maintains an Accident Register, which may be a separate document, a collection of pages from the first aid log, or a summary of entries in the student management system (SMS). The register should include, as applicable, reports of accidents and near misses involving students, staff, and visitors; accident investigation forms; and records of notifiable injuries or illnesses.

At Whareorino School, the Accident Register is maintained by the Office Administrator and kept in the School Administration Area.

Date	Time	Place	
Patient's Name			Patient is a
Injury			<input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
Cause			
Treatment			
Adult attending			
Comment			Referred to
			<input type="checkbox"/> Parent <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> School Board

PRINCIPAL

Dated: February 1, 2022

