Reporting OSHC/vacation care incidents on a DECD site in the event IRMS is not available

Vacation care services located on Department for Education and Child Development (DECD) sites are required to report incidents, using the appropriate form. The following information can be used as a guide to complete the relevant form and email or fax to DECD.

**Critical incident**
A critical incident is any serious or threatening event which could disrupt the good working order of an educational site or attract negative media attention. OSHC directors are encouraged to include names of alleged victims and offenders and include specific descriptions of the language used in cases of verbal abuse. To log a notifiable incident complete the [Notifiable Incident Report](https://www.decd.sa.gov.au/sites/g/files/net691/f/ed155_injury_report_form.docx) and email: DECD.schoolcare@sa.gov.au or fax 8463 6620 or phone 8463 6564.

**Injury incident**
An injury incident relates to DECD employees and non-DECD person such as OSHC staff, parents, volunteers and children. The injury incident form is called an ED 155. When a child is injured, only forward an ED 155 form to the host school where professional medical treatment was administered. ED 155 forms are available at: [https://www.decd.sa.gov.au/sites/g/files/net691/f/ed155_injury_report_form.docx](https://www.decd.sa.gov.au/sites/g/files/net691/f/ed155_injury_report_form.docx)
Fax completed forms to 08 8226 1177. For assistance completing the ED 155 form phone 08 8226 1440.

**Security incident**
A security incident is when there is an after-hours crime such as theft or break-in, or when there is damage to property such as vandalism or graffiti. (If a crime occurs during working hours it is then managed as a critical incident). The crime must be reported to police as soon as practicable. The police will take details of the crime and investigate where appropriate. They will provide you with a Police Incident Report number (PIR). The PIR number must be entered on the security incident form which is called an ED 148.ED 148 forms are available at: [https://myintranet.learnlink.sa.edu.au/hr/health-and-safety/managing-health-and-safety/incident-and-response-management-system-irms](https://myintranet.learnlink.sa.edu.au/hr/health-and-safety/managing-health-and-safety/incident-and-response-management-system-irms)
Fax completed forms to 08 8226 0817. For assistance completing the ED 148 form phone 08 8226 1099.

**Notifiable incidents**
Refer to the [OSHC notification requirement checklist](https://www.decd.sa.gov.au/sites/g/files/net691/f/ed155_injury_report_form.docx) as this outlines some of the notifiable events/incidents that are notifiable under the National Law. The School governing council or third party provider is responsible for ensuring the service completes the incident form available from the [National Quality Agenda IT System (NQAITs) public portal](https://www.decd.sa.gov.au/) that is required to be submitted to the Education Standards Board.

In addition a copy of the form is to be provided to the Department of Education and Training by fax 02 6123 6987 or via email sacb@education.gov.au


For all completed incident and notification report forms:

- retain a copy at your service for legal and auditing purposes
- provide a copy to the school principal for entry into the DECD electronic IRMS (Incident Response Management System)
- fax a copy to your education director.


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