

## Incident reporting for approved providers operating vacation care on a department site

The following information supports school governing council and third party providers providing vacation care on Department for Education sites to meet notifiable critical incident and injury reporting under the National Quality Framework and department policy. It also includes information about reporting security incidents.

### Critical incidents and injuries reporting

1. Complete the [ACECQA Incident, injury, trauma and illness record](#) for all critical incidents and injuries as specified on the [OSHC notification requirement checklist](#)
2. Submit the completed [ACECQA Incident, injury, trauma and illness record](#) on the [NQA IT System](#) within the [regulated timelines](#).
3. Complete the Department for [Education's Critical Incident Report](#) and email to [education.incidentreportmanagementunit@sa.gov.au](mailto:education.incidentreportmanagementunit@sa.gov.au) or fax 8463 6620 or phone 8463 6564.
4. Provide a copy of both the ACECQA incident record and the department's [Critical Incident Report](#) to the principal or their nominated representative. This information supports the school to complete their reporting requirements on the Incident and Response Management System (IRMS).
5. Incidents and injuries that are not notifiable under the NQF should be reported to the principal according to established site procedures and entered into IRMS.

(NB Please note, ED155 forms are no longer current and are not required to be completed).

For further information, refer to:

[Key changes to notifications, incidents and complaints](#)

[Reporting requirements about children](#)

### Security incidents

In the case of vandalism or break-in to the school site, the OSHC provider should contact the Police Security Services Branch (PSSB) on 8116 9230.

**For further information on incident reporting, contact the Early Childhood Policy and Strategy unit on 08 8226 6427 or email [Education.oshc@sa.gov.au](mailto:Education.oshc@sa.gov.au)**