



SCOUTS AUSTRALIA

Victorian Branch

INJURY ILLNESS OR INCIDENT REPORT FORM

Please fill in the details with dark coloured Ink

(Please complete a separate form for each person injured or affected by the incident)

DETAILS OF INCIDENT

Person in charge

Date occurred Time Occurred

Location

Group & District

Full Name of Person Affected:

Age Reg. No,

Address Phone No.

Address text box

Name of Parent / Next-of-kin

Please explain the nature of the incident and how it occurred

Incident nature text box

Please explain the actions taken (and by whom) immediately following the incident:

Actions taken text box

Please provide names, addresses and phone numbers of those (preferably Adults) who actually witnessed the incident or who were first on the scene or the first to know about it:

Witnesses text box

(Please ask those listed to separately write down their own recollections of what actually occurred or of what they saw or were told and ensure that a copy is attached to each copy of this report)

REPORTING OF INCIDENT

Name & Address of Doctor consulted:

Doctor name and address text box

Did Ambulance attend? Yes No

Name of Hospital

Was the incident reported to the Police Yes No

(If "yes" please indicate the name of the Police Station to which the report was made and attach a copy of the formal statement)

Name of person reporting incident Position (rank) held

Address

Telephone No. Email address

Scout Group District Region

Signature Date

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EACH OF THE FOREGOING IS GENERALLY REFERRED TO AS BEING A “**REPORTABLE INCIDENT**”.

Following is a brief summary of procedures to be followed in the event of an incident which results in:

- **The death of any person, or**
- **A person requiring immediate treatment as an in-patient in a hospital (this includes transport to hospital by ambulance), or**
- **A person requiring immediate medical treatment for;**
 - **An amputation of any part of the body, or**
 - **A serious eye or head injury, or**
 - **Electric shock, or**
 - **A spinal injury, or**
 - **The loss of bodily function, or**
 - **Serious lacerations**

If at any time a person is injured or suffers an illness to the extent described above or who is directly involved in a serious accident it is essential that prompt measures are taken:

- to obtain appropriate medical, dental or other relevant treatment immediately.
- to notify the relevant authorities and, if necessary, seek urgent assistance in the case of a serious incident in which a Youth member or Adult member is involved; **and**
- to notify without undue delay, the injured or affected person's parents (in the case of a Youth member) or next of kin (in the case of an Adult); **and then**
- **notify Scouts Victoria via the 24hour Emergency line on 03 8543 9877.**

When the injury or illness has been treated and the patient is comfortable or (in the case of a serious incident) as soon as possible after the immediate risk has abated or been contained, it is essential that all details relating to the injury / illness or incident are recorded on an **Injury, Illness or Incident Report Form**. A copy of the pro-forma report is available from the Scout website at www.vicscouts.com.au.

Within 48 hours of the incident the completed report is to be sent Attention: Executive Manager

- via post to Victorian Scout Centre, 152 Forster Road, Mt. Waverley Vic 3149, or
- via fax to 03 8543 9866, or
- via email to incidentreport@scoutsvictoria.com.au

Due to Privacy considerations, copies are not to be made or retained.

Written acknowledgement will be sent to the person reporting the incident, the leader in charge, and the effected person (or parent if a youth member) within 48 hours of receipt.