

# Scouts Australia – Victorian Branch

## REPORTING OF AN INJURY, ILLNESS or an INCIDENT

Following is a brief summary of procedures to be followed *should anyone*:

- *sustain an injury requiring medical or dental treatment; or*
- *suffer a sickness requiring medical treatment; or*
- *become directly involved in a serious incident whilst engaged in a Scouting activity.*

Each of the foregoing is generally referred to as being a “Reportable Incident”.

For further information please refer to the Section “Emergencies & Incidents” in the current Scout Info Book and/or to Sections 11 and 18 of the Leader Resource Manual 2001.

If at any time a person is injured or suffers an illness to the extent envisaged above or who is directly involved in a serious incident, whether arising out of activities in the Scout hall or at an outdoor location, it is essential that prompt measures are taken to:

- obtain appropriate medical, dental or other relevant treatment immediately. *(Permission to obtain medical assistance when thought necessary will have been given by parents upon signing the Y1 form or, in the case of an overnight activity, by signing the Personal Information Record and Health Statement); or*
- 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*
- 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*
- *in the case of a life-threatening injury or illness, notify Assistant Chief Commissioner, Graeme Cumbræ-Stewart on [0419.306.864] or Honorary Commissioner Alston Park on [0418.582.565]*

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.asn.au](http://www.vicscouts.asn.au). The completed report is to be sent promptly by express post to BHQ. Copies are not to be made or retained.

# 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: \_\_\_\_\_ Address: \_\_\_\_\_

Age: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Parent/Next-of-kin: \_\_\_\_\_ Reg. No: \_\_\_\_\_

Please explain the nature of the incident and how it occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(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: \_\_\_\_\_

\_\_\_\_\_

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 Number: \_\_\_\_\_

\_\_\_\_\_ Email address: \_\_\_\_\_

Scout Group: \_\_\_\_\_ District: \_\_\_\_\_ Region: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please attach additional pages if insufficient space)