

Scouts Australia – Victorian Branch

REPORTING OF INJURIES & INCIDENTS

Following is a brief summary of procedures to be followed *should anyone sustain an injury requiring medical or dental treatment or become directly involved in a serious incident whilst engaged in a Scouting activity.*

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

If at any time a person is injured 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
- notify the relevant authorities and, if necessary, seek urgent assistance in the case of a serious incident in which a youth member or Adult 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*
- *immediately* initiate the Emergency Response Plan (“ERP”) as outlined in the Scout Info Book.

When the injury has been treated and the injured person 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 surrounding the injury/incident are recorded on an *Incident Report Form*.

A copy of the pro-forma report is available from the Scout website and should be completed in triplicate, with the original being sent to BHQ and the first copy being sent to your District Commissioner. The second copy should be retained on the Group file.

Please note: For all serious incidents, especially those involving loss or near loss of life or missing persons, the Emergency Response Plan must be implemented. All Group Leaders and others responsible for authorizing Scouting activities should ensure that Leaders in charge of activities are familiar with the ERP (refer to the Scout Info Book).

The ERP provides guidelines for when the Plan should be activated, however, Leaders should use their own initiative, taking into account the circumstances of the incident with which they are dealing.

During the working week serious incidents must be reported directly to the Victorian Scout Centre on (03) 8543 9800. This will also enable senior Victorian Branch Commissioners to be notified.

After hours and weekends the emergency contact number is **0418 582 565** for the Chief Commissioner, Alston Park or **9878 2068** for the Assistant Chief Commissioner, Graeme Cumbrae-Stewart.

SCOUTS AUSTRALIA – VICTORIAN BRANCH
INJURY & 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:

Full Name of person injured/affected: *Address:*

Age:

Telephone Number:

Name of Parent/Next-of-kin:

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

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

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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:

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(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:

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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)