

INCIDENT, ACCIDENT OR ILLNESS REPORTING

What forms do I need to complete if there is an accident, illness or incident during care?

- ☞ Did the incident require the attendance of a member of the emergency services (incl. police, ambulance, fire)?
- ☞ Did the incident require further medical, dental or hospital treatment?
- ☞ Is there a possibility of media attention due to the incident?
- ☞ Did a parent/guardian attend and remove the child from care after incident?

YES

NO

- ☞ Refer to 'Responding to Critical Incidents' booklet
- ☞ Complete Incident, Accident or Illness Report Form
- ☞ Complete Insurance Form
- ☞ Contact Coordination Unit or emergency mobile to advise of the incident
- ☞ Return all relevant documentation within 24 hours of the incident
- ☞ Diarise or log incident for own records

- ☞ Complete Incident, Accident or Illness Report Form
- ☞ Notify Coordination Unit
- ☞ Notify parent/guardian
- ☞ Make diary note/log of incident
- ☞ Return all relevant documentation within 7 days of the incident