

# MARIST COLLEGE CANBERRA – SPORTING CLUBS SPORT INJURY/INCIDENT REPORTING PROCEDURE

## REPORTABLE INJURIES

The following are considered as reportable injuries:

- Loss of consciousness
- Bone Fracture
- Dislocation
- Cuts or punctures where blood flows freely
- Injury where teeth are loosened or knocked out
- Injury that requires ambulance attention
- Injury where a player has to be carried or stretchered from the field of play
- Injury where more than RICE first aid treatment is required
- Injury where a parent/guardian is advised by the Coach/Manager to seek further medical attention

## INSURANCE

The College holds a SchoolCare insurance policy with Catholic Church Insurance which covers all College students for College related activities within Australia and overseas. The SchoolCare claim form or the facility to make an online claim is available at [www.ccinsurance.org.au](http://www.ccinsurance.org.au). For further information in relation to insurance claims please contact the College Finance office.

## ONLINE LODGEMENT OF AN INJURY

Listed below are the steps necessary for online lodgement of a student injury/incident sustained whilst playing club sport, after hours club sport training or club sporting tours within Australia or overseas.

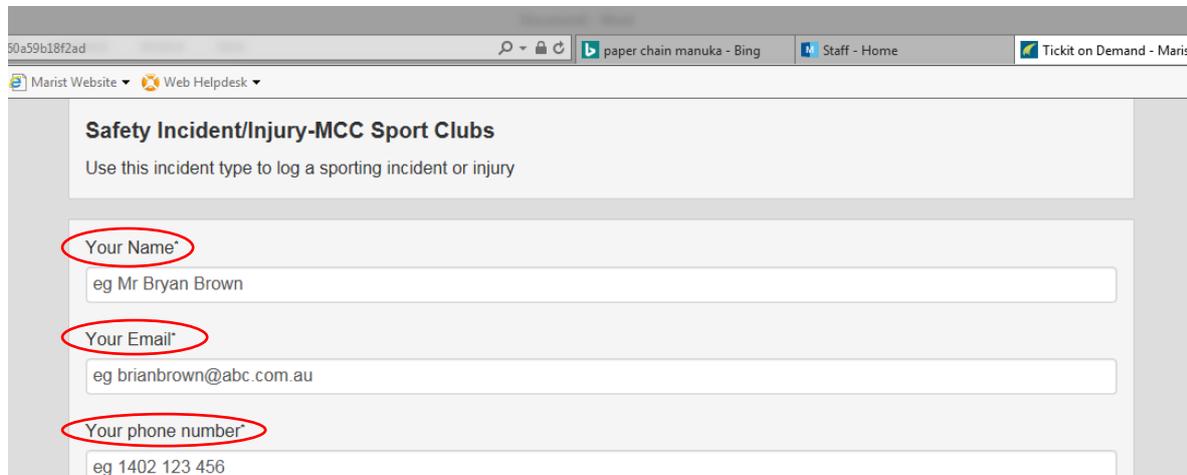
The direct link to the online sporting injury report form is as follows:

<https://maristc.tod.net.au/incidents/new/de6c011e5dbdfbfd2d2160a59b18f2ad>

**An icon can be added to your Iphone for ease of lodgement. Instructions for saving this link to your phone and creating an icon are at the end of this document.**

Open the form on your computer or other device using the direct link as above and complete the form as follows:

### 1. Provide the details of the person reporting the incident or injury



The screenshot shows a web browser window with the URL <https://maristc.tod.net.au/incidents/new/de6c011e5dbdfbfd2d2160a59b18f2ad>. The page title is "Safety Incident/Injury-MCC Sport Clubs" and the subtitle is "Use this incident type to log a sporting incident or injury". The form contains three input fields:

- Your Name**: eg Mr Bryan Brown
- Your Email**: eg brianbrown@abc.com.au
- Your phone number**: eg 1402 123 456

## 2. Provide date and time of incident or injury

Marist Website Web Helpdesk

Date Occurred\*

Time Occurred\*

00  
01  
02  
03  
04

▼

## 3. Select Sporting Club

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Marist Website Web Helpdesk

Sporting Clubs\*

Please choose an MCC Sporting Club

Please select

- AFL
- Basketball
- Cricket
- Football (Soccer)
- Hockey
- Mountain Biking
- Rowing
- Rugby
- Snow Sports
- Sailing
- Other

injury occurred

training/sporting fixture/sporting tour/other

## 4. Provide details of location of the event/activity, team and weather

Incident/injury location\*

Please advise the campus/address and specific location where the incident or injury occurred

Details of Activity\*

During the time of the incident, what activity was the student engaged in? e.g. training/sporting fixture/sporting tour/other

Please specify team\*

Details of weather (if relevant)

If weather was a possible factor in the incident, please include details. e.g. slip in wet weather, heat stress etc.

## 5. Provide a detailed description of what happened and the name of the supervisor.

Detailed description of what happened\*

Describe details of both the injury and how it occurred. If relevant also describe the root cause of the injury/incident

Name of Supervisor Present

**6. Provide details of the type of injury and the injured body part.** Please note that under the 'Type of Injury' and also the 'Injury Body Part' selections you are able to select more than one category of injury and body part.

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Marist Website Web Helpdesk

Type of Injury

Please select

Selected:

- Cuts/Bruises
- Sprain/Fracture
- Loss of consciousness

Type of Injury "Other"

If type of injury is not listed above, please provide a brief description of the injury/s

Injury Body Part

Please select

Selected:

- Wrist/hand/finger
- Arm/shoulder/elbow
- Leg/knee/foot
- Head

Injury Body Part "Other"

Please provide brief details of body part/s injured if it was not included on the list.

**7. Provide details of any other person injured in the incident, any witness and their contact details**

Was any other person injured? If so please specify.

eg. No

Witness/es and their Contact Details

eg. Ms Emily Eggins phone 0412345678

**8. Provide details of first aid given and details of any medical treatment**

Marist Website Web Helpdesk

Details of First Aid Given

Specify (i) whether first aid was given (ii) if it was given specify who gave first aid.

eg. The first aid person was Ms Jane Jenkins. She applied a bandage and pressure to the artery.

Details of Any Medical Treatment

Was any other medical treatment sought or provided immediately after the incident e.g. ambulance, hospital casualty, medical centre, dentist?

eg. An ambulance was called and Jimmy was taken to the nearest emergency department

**9. Provide information in relation to corrective action surrounding the incident and details of medication administered.**

**Was any immediate corrective action taken?**  
If any immediate corrective action taken to prevent a recurrence, please provide details eg barriers erected, equipment removed from use

eg n/a

**Medication**  
Provide details of any medication administered

eg n/a

**10. Provide details of notification to the student's parents/carers, any recommendation in relation to seeking of further medical advice and details of any action to prevent future injuries.**

**Were the student's parents/carers notified?**  
 Yes  No

**Details of notification**  
Please provide name of parent/carer and time of notification

eg Jimmy's parents were contacted at 3pm . They advised they would meet the ambulance at the hospital.

**Parent/guardian recommended to seek medical advice?**  
Yes

**Action to prevent future injuries**  
Having consideration to the nature of the injury/incident describe any measures we have taken to (i) review our safety hazard register (ii) implement procedures to prevent similar injuries occurring in the future.

eg n/a

**11. Submit the incident by selecting the 'Submit Incident Details'**

**Submit Incident Details**

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**12. Once the incident form is submitted the following screen will provide a reference number for the notification. It will also provide the opportunity to upload supporting information if any (select 'Add an Evidence Document') in relation to the incident or select 'no thanks finalised' to finalise the document.**

Safety Incident/Injury-MCC Sport Clubs created. The reference number is SPT-000021.

Thank you for logging this sports related injury/incident.

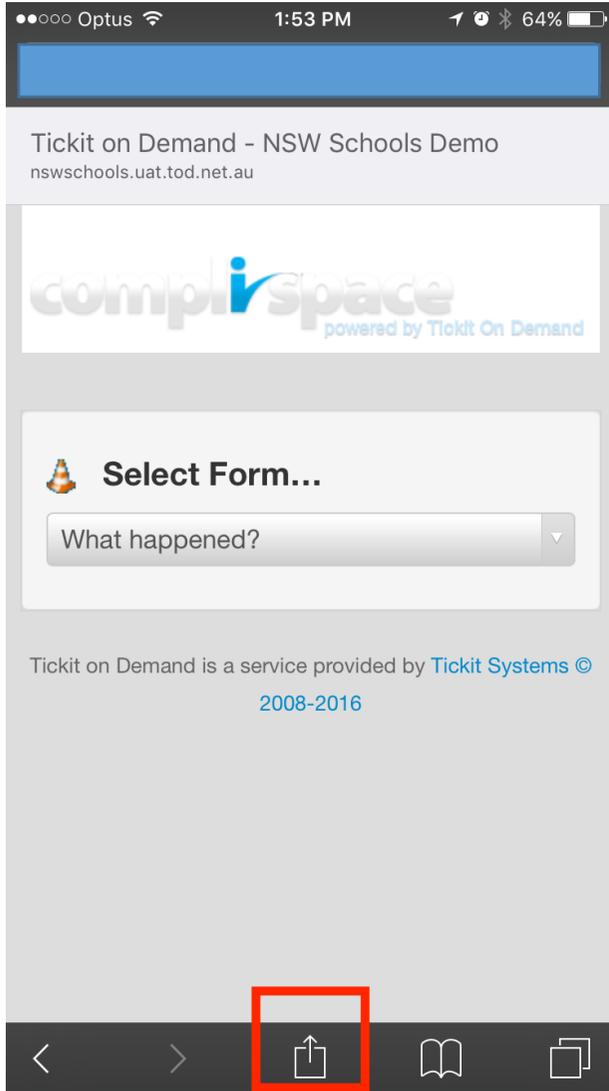
If you require a copy of the original Incident record at a later date, please contact your system administrator.

**Add an Evidence Document?** **No Thanks, Finished**

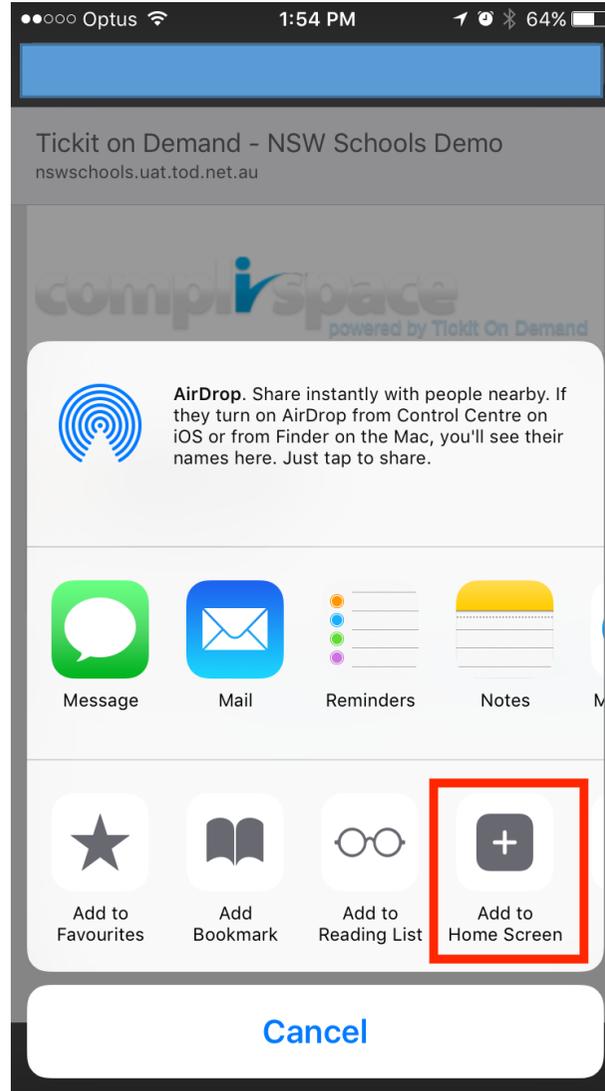
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Marist College Canberra – Sporting Clubs  
How to save the incident logging form to your iPhone.

(This is a sample only – the URL for Marist to use is <https://maristc.tod.net.au/incidents/new/de6c011e5dbdfbfd2d2160a59b18f2ad>)



Step 1 – Open the link to the incident logging form on your smartphone -



Step 2 – Select the option 'Add to Home Screen'.



The incident logging form will now appear as a link on your home screen.