



MaristCollege
Canberra

INJURY/INCIDENT REPORTING - INFORMATION FOR SPORTS CLUB VOLUNTEERS

Recording of **injuries and “near misses”** is central to Marist College Canberra's obligation to take such measures as are reasonable in all the circumstances to protect students, staff, and the wider College community from risks of harm that reasonably ought to be foreseen.

Reporting injuries and near misses that occur as part of the College's sporting club activities is essential so we can collectively respond to and analyse the incidents, mitigate risks and put corrective actions in place where required.

All Sports Club's coaches, managers and volunteers must use the [MCC Sport Clubs Safety Incident Form](#) to log incidents as soon as possible after they occur. Timely reporting is important because notifications based on the type of incident are automatically triggered to College Executives and key staff who can then initiate appropriate responses and/or pastoral care arrangements.

The link to the Safety Incident Form can be accessed from a computer or smart device and it is recommended that coaches and managers bookmark the link on their devices for ease of access throughout the season.

https://marists.csassurance.com/contracts/new?contract_template=15&token=xzQdsNSgqa2AoqhxsLYR

IMPORTANT NOTE: This online Incident Form is for the access and use of club coaches and/or managers only. Please do not provide the link address to parents/guardians to complete the form on behalf of their child. For an incident report to be valid for both the College and insurance purposes, they must be submitted by a designated club member.

WHAT TO REPORT ON?

The types of Incidents you need to report on are:

Injuries - Physical harm including:

- Loss of consciousness, suspected concussion
- Bone fracture, sprain
- Dislocation
- Cuts or punctures where blood flows freely (e.g. stitches may be required)
- Teeth loosened or knocked out
- Ambulance required to attend
- Injured person stretchered from field of play
- Student parent/guardian advised by Teacher/Coach/Manager to seek further medical assistance.

Near Misses - On occasion an incident may occur which highlights the existence of a hazard; but *does not however result in an injury* (e.g. a volunteer may slip but not be injured).

Notifiable incidents - Those causing death, serious injury or a "dangerous incident".

INJURY MANAGEMENT & INSURANCE PROCESS

All injury reports are recorded on a centralised College register and triaged by the Head of Sport. Automated workflow notifies key College staff of serious injuries, and any updates received on injuries – for example diagnosis, surgery etc.) are added to the register as received.

The College holds a number of insurance policies including:

Student Accident Policy which covers student accidental injury and disability sustained during a College sanctioned activity, including out of hours sports activities.

Voluntary Workers Policy which covers personal accidental injury sustained by volunteers during a College sanctioned activity, including out of hours sports activities.

Parents/carers and volunteers seeking information on how to make a claim should be directed to the College Risk and Compliance Manager, via the Finance Office, who will provide the required information.

The College is grateful for the generous support, assistance and work of our volunteers.