

# 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

Screenshot of the online incident reporting form titled "Safety Incident/Injury-MCC Sport Clubs". The form includes the instruction: "Use this incident type to log a sporting incident or injury". There are three input fields, each with a label circled in red: "Your Name" (example: eg Mr Bryan Brown), "Your Email" (example: eg brianbrown@abc.com.au), and "Your phone number" (example: eg 1402 123 456). The browser address bar shows the URL: <https://maristc.tod.net.au/incidents/new/de6c011e5dbdfbfd2d2160a59b18f2ad>.

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

The screenshot shows the 'Date Occurred\*' field with a date picker and the 'Time Occurred\*' field with a dropdown menu. The date picker is set to 01/01/2017. The time dropdown is open, showing options from 00 to 23. The 'Date Occurred\*' label is circled in red.

## 3. Select Sporting Club

The screenshot shows the 'Sporting Clubs\*' dropdown menu. The menu is open, displaying a list of sports: AFL, Basketball, Cricket, Football (Soccer), Hockey, Mountain Biking, Rowing, Rugby, Snow Sports, Sailing, and Other. The 'Sporting Clubs\*' label is circled in red.

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

The screenshot shows four fields: 'Incident/injury location\*', 'Details of Activity\*', 'Please specify team\*', and 'Details of weather (if relevant)\*'. Each field has a red circle around its label. The 'Incident/injury location\*' field contains the text 'eg Memorial Oval, Brown Boulevard, Smithsville'. The 'Details of Activity\*' field contains the text 'eg sporting fixture'. The 'Please specify team\*' field contains the text 'eg Under 15 Blues'. The 'Details of weather (if relevant)\*' field contains the text 'eg frosty morning - ground wet, muddy and ice around'.

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

The screenshot shows two fields: 'Detailed description of what happened\*' and 'Name of Supervisor Present\*'. Each field has a red circle around its label. The 'Detailed description of what happened\*' field contains the text 'eg Two players clashed heads while tackling. It was accidental.' The 'Name of Supervisor Present\*' field contains the text 'eg Mr Billy Bloggs'.

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.

The screenshot shows a web browser window with the Marist Website. The form has two main sections. The first section, 'Type of Injury', has a dropdown menu with 'Please select' and a list of selected items: 'Cuts/Bruises', 'Sprain/Fracture', and 'Loss of consciousness'. Below this is a text box for 'Type of Injury "Other"'. The second section, 'Injury Body Part', has a dropdown menu with 'Please select' and a list of selected items: 'Wrist/hand/finger', 'Arm/shoulder/elbow', 'Leg/knee/foot', and 'Head'. Below this is a text box for 'Injury Body Part "Other"'. The browser tabs show 'Ticket on Demand - Marist Coll...' and 'Ticket on Demand - Marist ...'.

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

The screenshot shows the 'Was any other person injured? If so please specify.' section of the form. Below the question is a text box with the example 'eg No'. The next section is 'Witness/es and their Contact Details', with a text box containing the example 'eg Ms Emily Eggins phone 0412345678'.

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

The screenshot shows the 'Details of First Aid Given' section of the form. It includes a text box for 'Specify (i) whether first aid was given (ii) if it was given specify who gave first aid.' with the example 'eg The first aid person was Ms Jane Jenkins. She applied a bandage and pressure to the artery.' Below this is the 'Details of Any Medical Treatment' section, with a text box for 'Was any other medical treatment sought or provided immediately after the incident e.g. ambulance, hospital casualty, medical centre, dentist?' and the example '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.

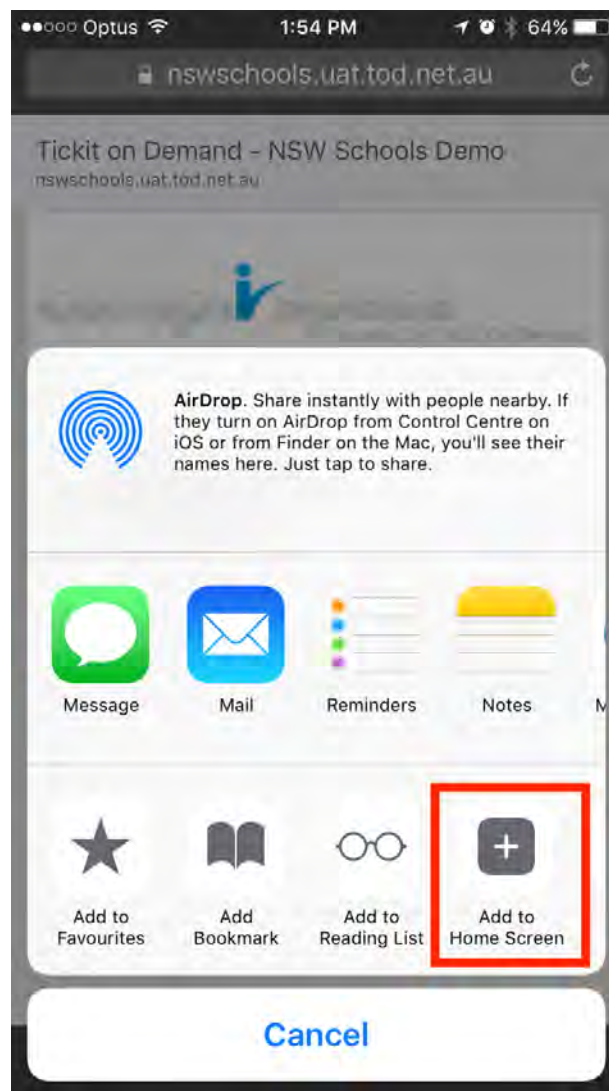
Add an Evidence Document? No Thanks, Finished

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



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.