

CRITICAL INCIDENT FLOWCHART

Issue is identified/Athlete injury

- Notify person in charge if they aren't the one who has identified the issue
- Manage situation – first aid/ conflict management/ safety/ rectify issue
- Decision to continue or conclude session made by person in charge

Minor/near miss

Requires minimal intervention

Minor with first aid

Requires minimal intervention may require first aid

Eg. – ice pack, dressing

Moderate injury

Requires first aid

Eg. – ice pack, dressing

Advise seeking medical attention

Major incident/ Severe injury

Requires medical attention

Provide immediate first aid

Call ambulance 000

Provide support to athlete until help arrives

Severe/Fatal injury

requires medical attention

Provide immediate first aid

Call ambulance 000

Provide support to athlete until help arrives

No further action to be taken

Parent notified for junior athlete

Parent/ emergency contact notified for junior athlete

Adult emergency contact notified if required.

Parent/ emergency contact notified for junior athlete

Adult emergency contact notified if required.

President immediately to advise of incident

Incident report completed & signed by witness

Completed incident report form sent to Club email account

Submit form to TA or TQ if required – please check case by case.

Incident debrief or Emotional/Mental health support – if required

Secretary notes incident and advises President & Vice President

Copy of Incident report sent to affected athletes (eg injured party)

Incident report submitted to committee to review

Incident report completed & signed by witness

Completed incident report form sent to Club email account.

Submit form to TA or TQ if required – please check case by case.

Incident debrief or Emotional/Mental health support – if required

President convenes executive committee for discussion and future steps

Risk assessment, mitigation strategies, communications to club members

Incident investigation report completed to advise outcomes of committee investigation and kept on record for legislated reporting timeframes

Copy of incident form sent to affected athletes for their records and insurance purposes