



Student Incident and Hazard Report Form

To be completed in the event of a student witnessing/being involved in any non-conformance, or an incident, or resulting, or potentially resulting, in an injury or an unsafe practice or a near hit.

Personal details of persons involved in incident:

Student = Student ID Number:

Visitor, please specify:

Other, please specify:

Incident details *(completed by person involved)*

Date of incident:

Time of incident:

Location of incident:

Description of incident: *(in your own words, what happened?)*

Name of witnesses to the incident

Family Name:

Given Name:

Telephone:

Details of injuries sustained

Injured person's name:

Type of injury:

Time In:

Treatment received:

Sex: Female Male

Date of Birth:

Patient Address:

Telephone:

Allergies:

Medication:

Past Medical History

Not Known

Asthma

Cardiac

Diabetic

Nil

Epilepsy

Hypertension

Loss of consciousness

Others: _____

Medi Alert- What: _____

BRISBANE (Head Office)
Level 2, 359 Queen Street
Brisbane QLD 4000 Australia
+61 7 3221 1626
info@queensford.edu.au

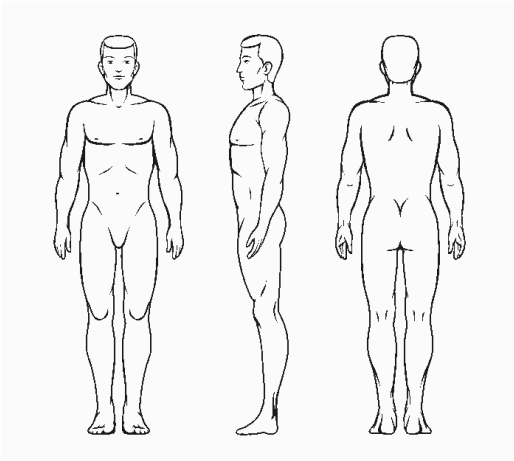
ADELAIDE
Level 11, 90 King William Street
Adelaide SA 5000 Australia
+61 8 8410 4605
sa@queensford.edu.au

FITZWILLIAM STREET - PARRAMATTA
Level 3, 1 Fitzwilliam Street
Parramatta NSW 2150 Australia
+61 2 8660 0040
info@queensford.edu.au

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TIME	BREATHING	PULSE	CONSCIOUS LEVEL ALERT VOICE PAIN UNCONSCIOUS	OTHER OBSERVATION

- A abrasion
- Bl bleedings
- Bu burns
- C contusion
- D deformity
- F fracture
- L laceration
- P pain
- S swelling
- T tenderness



Treatment:

Refused Treatment: _____

Witness Name: _____

 Signature: _____

Discharged How: Ambulance Hospital Return to class Others _____

First Aiders Name: _____ Patient Name: _____ Time out: _____

Signature: _____ Signature: _____

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Details of other person's involved

Did the incident involve any other person?

Yes

No

(If yes, provide their name and contact details)

Details of any damage

Did any damage to property occur?

Yes

No

(If yes, provide details of the damage)

Other details

Were the Police involved?

Yes

No

(If yes, provide details of the officers attending)

Name of Insurance:

.....
Name *(completed by person submitting report)*

.....
Name *(completed by witness)*

.....
Sign

.....
Sign

.....
Date

.....
Date

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OFFICE USE ONLY

Corrective action plan: what needs to be done to minimise risk / prevent this incident from happening in the future? Document follow-up action taken after receipt of the incident report.

Action required	Due Date	Responsible person

Final comments regarding corrective action taken (To be completed by the Responsible Person)

Further follow up required or other comments:

Any other persons who are involved in this case has been notified of updates, changes and corrective actions

The above has been completed and this case is now closed

.....
Responsible person name

.....
Sign

.....
Date

Student Support

This report has been saved into the student file

This report has been logged in the Incident Report Register

.....
Name

.....
Sign

.....
Date

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