

Policy on Incident and Accident Reporting and Process



<p>Rationale</p>	<p>Guiding gives girls and women the opportunity to take part in a wide range of activities and try new skills under friendly and competent instruction and supervision. For activities to contain an element of challenge, there also is an element of risk. Risk management systems can reduce the risk, but incidents and accidents can still happen.</p> <p>Members must know what to do in an emergency and how to report incidents and accidents so that they can be learnt from and wherever possible, prevented in the future.</p>
<p>Purposes</p>	<ul style="list-style-type: none"> • To provide guidance about what to do in an emergency • To outline the process for reporting and follow up • To learn from and prevent future incidents and accidents • To protect the reputation and excellent safety record of GirlGuiding New Zealand and its members.
<p>Guidelines</p>	
<p>Immediate reaction to serious life threatening incidents and accidents</p>	<ul style="list-style-type: none"> • Try not to panic: keep calm. • Ensure everyone is safe and try to stabilise the situation. • Call 111 for emergency services and medical help. • Administer first aid until help arrives. • Immediately contact the injured or ill person's parent/ caregiver or emergency contact. • Contact your co-ordinator who in turn notifies the regional co-ordinator. The regional co-ordinator contacts the GirlGuiding New Zealand Chief Executive (CE) or the National President who will provide guidance. • Do not talk to the media. This will be dealt with by CE or National President (Refer to the Policy on PR Reaction to a Disaster). • Record details, times and events. • Ensure a female leader/staff member or the girl's parent/ caregiver stays with the injured person, accompanies them to hospital and is contactable by phone. • Decide what further action is needed with the help of your co-ordinator. This may include: <ul style="list-style-type: none"> • providing support to those involved • contacting parents, other leaders, landowners • continuing or cancelling the event/activity. • Keep copies of any written information, including letters, forms or reports

<p><i>Follow up of all incidents and accidents:</i></p>	<ul style="list-style-type: none"> • Any incident or accident sustained during GirlGuiding New Zealand activities requiring medical intervention must be recorded on a GirlGuiding New Zealand Incident or Accident Notification form and submitted to the National Office within seven days of the incident or accident. This includes leader trainings and events. • The leader-in-charge must also notify their co-ordinator within twenty four hours to inform them of the incident or accident. • Forms are sighted by the Chief Executive and handed to the appropriate manager for review and follow up. A copy is sent to the applicable district and regional co-ordinator and zone manager for any further comment and to inform them. Any recommended preventive actions are put into place and communicated to members. • Information is entered on the Incident and Accident Database and original forms and attachments are filed in the Chief Executive's office. • Every June and December, the Incident and Accident Database is reviewed by the senior management team for any trends and any necessary changes made to policies and procedures.
<p><i>Conclusion</i></p>	<p>GirlGuiding New Zealand is responsible for the safety and health of its members during all activities. An open culture of reporting incidents and accidents is essential so those involved can be supported and any changes made to avoid a recurrence in the future.</p>
<p><i>Date of policy</i></p>	<p>2009</p>
<p><i>Last reviewed</i></p>	<p>February 2011</p>