



School Accident Report Book

Please forward a photocopy of the School Accident Report to Catholic Church Insurances Limited for all "serious incidents", or any other incident which you believe is likely to result in a claim being made against the School. A copy should be forwarded as soon as reasonably possible after the incident occurs. This will allow CCI to consider if further enquiries need to be undertaken into the circumstances of the incident to determine any liability.

"Serious incidents" include any incident requiring ambulance attendance and/or hospital treatment, fracture, head injury with loss of consciousness, eye injuries requiring any treatment, severe lacerations or burns and severe dental injuries, or other incidents requiring ongoing medical treatment.

Other incidents which may not necessarily be a "serious incident", but may nevertheless result in a claim being made include bullying, discrimination, harassment etc.

If you have any queries about which Accident Reports should be forwarded to CCI, or for information required, please do not hesitate to contact the Liability Claims Department at CCI (toll free telephone number 1 300 655 001) or your local CCI branch.

Please post or fax photocopies to:

Catholic Church Insurances Limited
Liability Claims Department
324 St Kilda Road,
Melbourne, VIC 3004
Facsimile: (03) 9934 3462

Name of School:

Address:

Date commenced:

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Date completed:

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NB: All original Accident Report Books are to be retained with School records as the information contained herein could still be relevant many years after the particular accidents actually occurred.

The following tables contain suggested answers to a number of questions on the school Accident Report. Please note that they are only suggestions and we acknowledge they may not be applicable to every report. (See question on Report marked with “*”).

Type of Activity

Chemical use	Curriculum area
Manual handling/lifting	Fighting/assault
Sports/games/supervised/unsupervised (specify)	Play general
PE Class	Walking
Vehicle use	Running/jumping/skipping
Machinery use	Playground equipment
Using office equipment	

Accident Description

Slip	Mental stress
Trip	Collision
Fall	Crushing
Over exertion	Hit by moving car

Accident Site

Sport/water venue	Stairs/steps
Playground general	Paths/walkways
Playground equipment	Office/administration
Classroom general	Travelling to/from school
Chairs	Camp/excursions
Doors/windows	Carpark

Nature of Injury

Fracture	Crushings/Amputations
Dislocation	Bruises/Knocks
Strains/Sprains	Dental Injuries
Lacerations/Cuts	Needle Stick
Burns/Scalds	Infection

Location of Injury

Head	Leg (hip/thigh/knee/ankle/toes)
Eyes	Internal
Neck	Multiple locations
Trunk (chest/abdomen/buttock/pelvis/spine)	Ear
Arm (shoulder/elbow/forearm/wrist/finger/thumb)	

Severity Of Injury

First Aid (returned to class)	Hospital Outpatients (no admission)
First Aid (sent home)	Hospital Admission
Doctors Treatment	Fatal