



gymsports

MANAGEMENT

Online
Incident
and Injury
Procedure

August

2020

Health
and Safety



gymsports

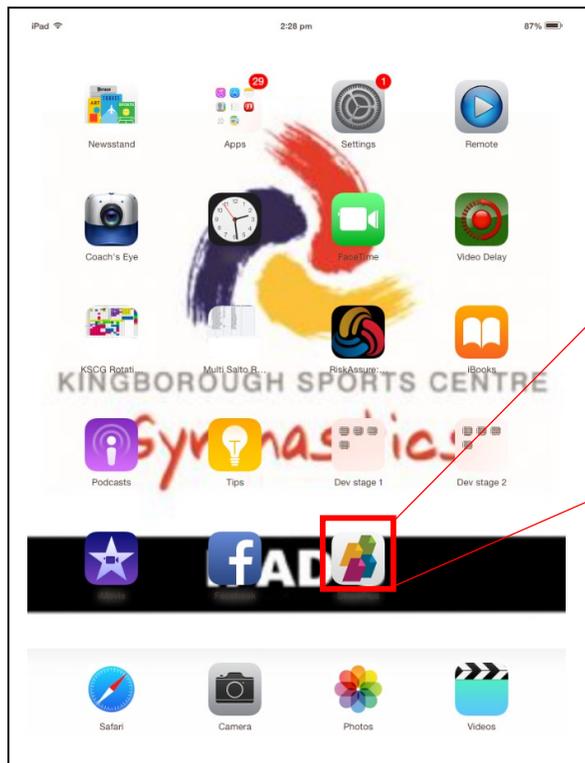
**MANAGEMENT
INJURY AND INCIDENT REPORTING PROCEDURE**

Date of issue: 5th September 2014

Date for planned review: August 2021

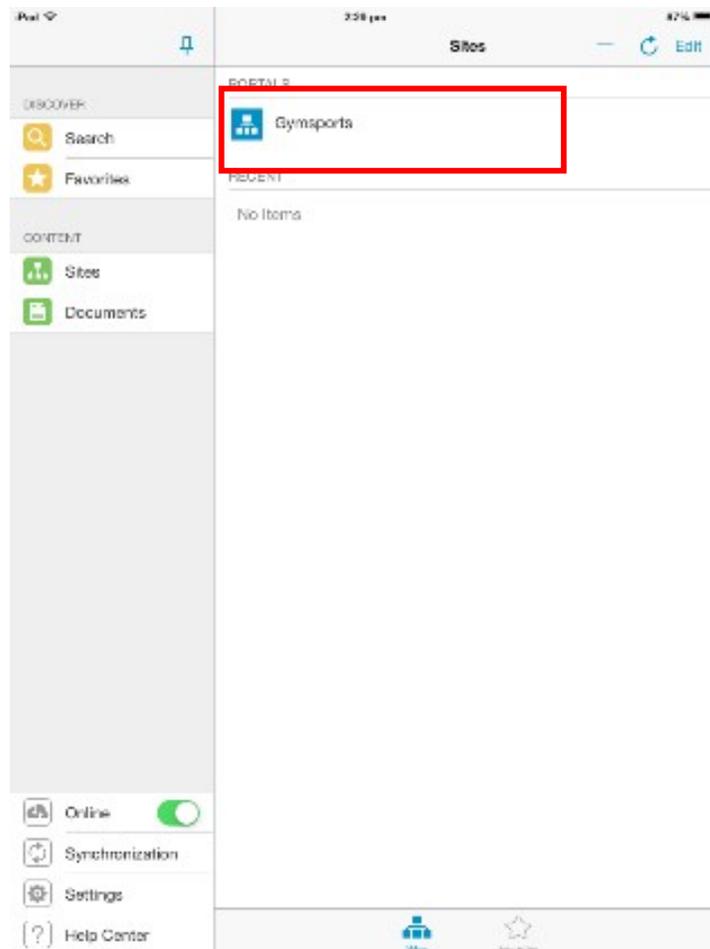
ONLINE PROCEDURE TO ENTER INCIDENTS

1. Using Share Plus on the I-pads



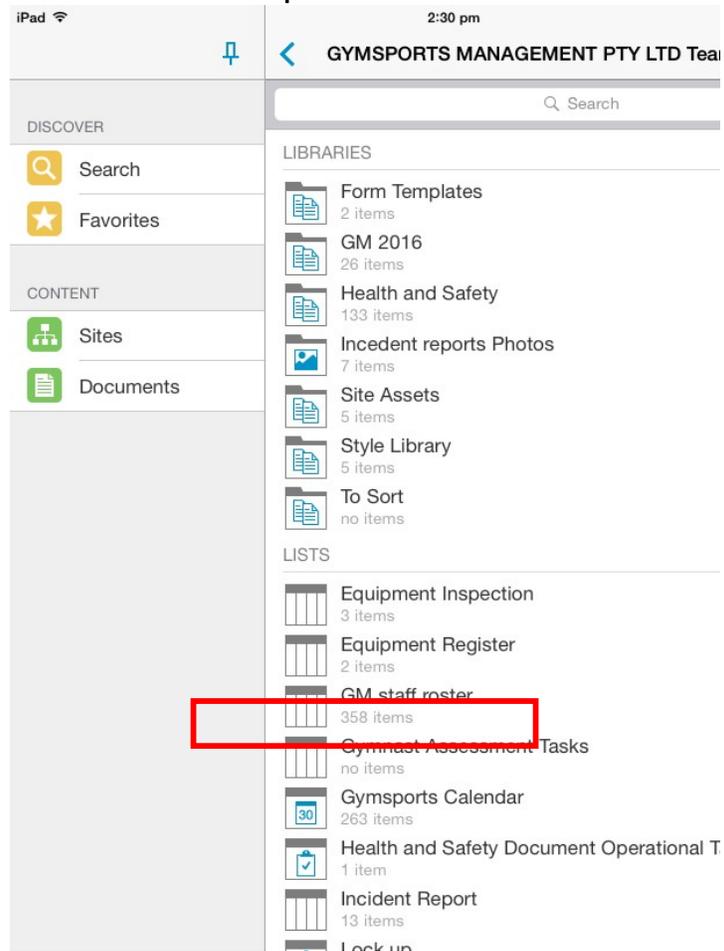


2. Under Portals select “Gymsports”



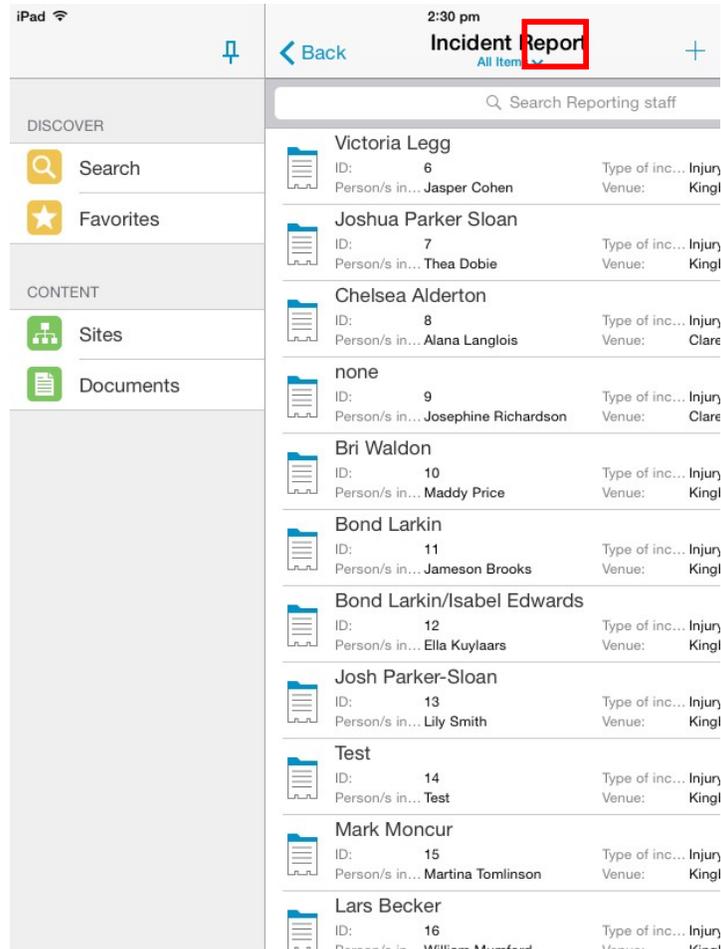


3. Select the list titled "Incident Report"





4. In the top right corner press the + symbol to create a new entry





5. Complete the form as required, attach a photo if applicable

iPad 2:30 pm	
<p>DISCOVER</p> <p>Search</p> <p>Favorites</p>	<p>Cancel New Item</p> <p>Item Create a new list item.</p>
<p>CONTENT</p> <p>Sites</p> <p>Documents</p>	<p>ATTACHMENTS</p> <p>+ Add</p>
	<p>PROPERTIES</p>
	Reporting staff* Reporting staff (Required)
	Type of incident* Injury
	Venue* Kingborough
	Program* Vacation Care
	Date & Time* Today
	Person/s involved* Person/s involved (Required)
	Description of how the...
	Person notified Person notified
	Date & Time of Notific... Today
	Witness Witness
	First aid provided by First aid provided by Reason for presentation New Injury
	Where did the injury o... Training
	Initial Treatment Initial Treatment
	Symptoms of Injury Symptoms of Injury
	Body Part(s) injured Body Part(s) injured
	Side of body Injured* Not applicable
	How did the injury oc... Collision with fixed object
	Equipment Id or struc... Equipment Id or structure i



6. Click save in the top right corner

The screenshot shows the 'New Item' form in the Gymsports Management app on an iPad. The top status bar shows 'iPad', signal strength, and '2:30 pm'. The app header includes a 'Cancel' button and a 'New Item' button, which is highlighted with a red square. The left sidebar contains navigation options: 'DISCOVER' (Search, Favorites) and 'CONTENT' (Sites, Documents). The main form area is divided into sections: 'ATTACHMENTS' with an 'Add' button, and 'PROPERTIES' with various input fields. The 'Properties' section includes: 'Reporting staff*' (Reporting staff (Required)), 'Type of incident*' (Injury), 'Venue*' (Kingborough), 'Program*' (Vacation Care), 'Date & Time*' (Today), 'Person/s involved*' (Person/s involved (Required)), 'Description of how the...' (with a text input area), 'Person notified' (Person notified), 'Date & Time of Notific...' (Today), 'Witness' (Witness), and 'First aid provided by' (First aid provided by).



ONLINE INCIDENT REPORTING GUIDE

Field	Description	Examples
Reporting staff*	Name of staff completing the report	Anke Moncur
Type of incident*	Choose from drop down list	New Injury
Venue*	Choose from drop down list	Kingborough
Program*	Choose from drop down list	Educational Programs
Date and Time*	Select from calendar	29/02/16 11:22am
Person/s involved*	Person at the centre of the report	Injured individual
Description of how the incident occurred	Use this area to give specific details of the Incident	What events occurred before, during, and after the event?
Team leader follow up on incident	Not required on initial entry	Called parent
Person notified	Who was told about the incident	Person's name
Date & Time of Notification	When the person completing the form was notified	29/02/2016 11:40am
Witness	Anybody that saw it	Person's name
First aid provided by	Name of person who attended and gave first aid	Person's name
Reason for presentation	Choose from drop down list	New Injury
Where did the injury occur	Choose from drop down list	Training
Initial Treatment	Choose from drop down list	RICER
Symptoms of Injury	Choose from drop down list	Pain
Body Part(s) injured	Choose from drop down list	Head
Side of body Injured	Choose from drop down list	Left
How did the injury occur	Choose from drop down list	Collision with a fixed object
Equipment id or structure	Where the incident occurred	Pain
Injury Rating	1-5 rating of injury 1 being minor 5 being severe	2
Photo	If applicable	Area of incident

