

## **POLICY: INCIDENT REPORTING**

**EFFECTIVE:** November 18, 2013

**APPROVED:** November 18, 2013

**REVIEWED:** November 16, 2016



### **1.0 PURPOSE**

This Policy has been developed to outline the actions to be taken in the event a skater is injured. This will ensure the event is communicated, documented and reported, in effect the injury to the skater can be treated properly no matter the severity.

### **2.0 SCOPE**

Peace River Skating Club will be tracking all injuries while the skater is participating in practice sessions, test days or competitions.

A PRSC Injury Incident Report will have to be filled out by the Coach when a skater is injured and unable to return to the ice surface. If a skater requires medical attention due to liability purposes and skater safety Chartis Insurance and Skate Canada have requested that a Chartis Insurance report be filled out when a skater has been injured on the ice this would include the Claimant's and Physician's Statement .

All injuries that would warrant an insurance report to be filed are as follows:

1. Head Injury (Concussion)
2. Bad Sprains
3. Broken Bones
4. Lacerations

Reports must be filled out by the skater and the Coach who attended the incident. If the skater was seen by a Physician and an Insurance Report was filled out then a physician's note allowing the skater to return to the ice surface is required before the skater is allowed back on the ice.

All correspondence should be given to the PRSC Safety Coordinator.

### **3.0 ATTACHMENTS**

PRSC Emergency Response Plan

PRSC Injury Incident Report Form

Chartis Report Form