U3A PINE RIVERS INC

"Learning for Leisure and Pleasure for Seniors"

ABN 68 518 990 950 / Inc. No. IA 13638

U3A — UNIVERSITY OF THE THIRD AGE

Incident Flow Chart

MAJOR INJURY/ HEALTH EPISODE   **MINOR INJURY/ HEALTH EPISODE**

Tutor or designated class member

Major:
- Call ambulance
- Administer first aid
- Call emergency contact
- Contact U3A reception
- Complete Incident Report and file with U3A reception

Minor:
- Administer first aid
- Call emergency contact if member requests it or assistance from emergency contact is
- Contact U3A reception
- Complete Incident Report and file with U3A reception

Reception or Tutor

Major:
- Contact U3A Secretary
- Email copy of incident report to the Secretary

Minor:
- Email copy of incident report to the Secretary

Secretary

Major:
- Contact emergency contact for update on outcome, update Incident Report and advise Committee

Minor:
- Contact emergency contact for update on outcome, update Incident Report

Non-fatal
- Advise insurance company IF REQUIRED (tutor negligence (PLI) or accident (Volunteer)

Fatal
- Advise insurance company within 24 hours