

# Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

<b>Incident #</b>	IN15015	
<b>Status of incident (Critical/Non-Critical)</b>	Critical Incident- File ref: 2015/01773	
<b>Type of incident (violence, fire/smoke, etc)</b>	serious medical, physical or psychological injury	If other provide further details:
<b>Network</b>	North Gungahlin Network	
<b>School</b>	Lyneham Primary School	
<b>Date of incident</b>	8 May 2015	
<b>Time of Incident</b>	8:45 am – 9 am	
<b>Principal</b>	Nada Zarac (Acting Principal)	
<b>Reporting Officer's name &amp; position</b>	Nada Zarac, Acting Principal	
<b>What occurred? (Dot point order of events succinctly)</b>	<ul style="list-style-type: none"> <li>• Front office staff were notified by a parent that an accident had occurred at the pedestrian crossing on Brigalow Street, Lyneham.</li> <li>• The parent informed staff that [REDACTED] had been hit by a vehicle while accessing the pedestrian crossing.</li> <li>• School office staff called an ambulance.</li> <li>• Ambulance called Police who then attended.</li> <li>• Three school front office First Aid staff assisted on the scene.</li> <li>• A doctor and receptionist from the adjacent medical centre were in attendance and provided First Aid until paramedics arrived.</li> <li>• School staff assisting at the scene supported families and children who witnessed the incident.</li> </ul> <div style="background-color: black; height: 100px; width: 100%; margin: 10px 0;"></div> <ul style="list-style-type: none"> <li>• Incident was witnessed by several families on their way to school.</li> <li>• Incident was reported to School Network Leader.</li> <li>• School Network Leader engaged senior psychologist to attend Lyneham Primary School.</li> <li>• A letter to the community is being drafted for distribution day of incident.</li> </ul>	
<b>Any injuries?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: unclear at this point, parent taken to hospital
<b>Police involvement?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: Ambulance called Police who attended the scene
<b>Other emergency services? If yes, which service?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: Ambulance attended the scene [REDACTED]
<b>Has counselling been organised /provided?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: Support from another school at the scene shortly after incident. Parents that witnessed the

	incident also offered support
Parents contacted? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED] [REDACTED]
<b>Schools Network Leader – Stephen Gwilliam</b> <b>Method of clearance: Verbal</b>	Date cleared – 8 May 2015
<b>Date to SPA and ETD Media &amp; Communications</b>	
<b>Senior Policy Advisor to complete</b>	
<b>Deputy Director-General clearance (signature)</b> <b>Date cleared</b>	
Incident Status Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/>	
Further Distribution to:	
<b>For critical incidents only - date sent to Minister's Office</b>	