

Notification of a Critical Incident

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

Incident #	IN15018	
Status of incident (Critical/Non-Critical)	Critical Incident- File ref: 2015/01773	
Type of incident (violence, fire/smoke, etc)	violence or serious physical assault	If other provide further details:
Network	South Weston Network	
School	[REDACTED]	
Date of incident	[REDACTED]	2015
Time of Incident	[REDACTED]	
Principal	[REDACTED]	
Reporting Officer's name & position	[REDACTED] Principal	
What occurred? (Dot point order of events succinctly)	<ul style="list-style-type: none"> • [REDACTED] • First aid was administered and an ambulance was called. • The [REDACTED] did not require a trip to hospital. • The school psychologist has supported the [REDACTED] involved as well as the students who witnessed the incident. • [REDACTED] • [REDACTED] • A risk assessment will occur prior to [REDACTED] • [REDACTED] • [REDACTED] • EAP contact details have been provided to the [REDACTED] • [REDACTED] 	
Any injuries?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED] ambulance called.
Police involvement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Details:
Other emergency services? <small>If yes, which service?</small>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: Ambulance called and attended. No hospital visit required.
Has counselling been organised /provided?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: For staff and students.
Parents contacted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED]
Schools Network Leader – Stephen Gwilliam Method of clearance: Verbal	Date cleared – [REDACTED] /15	
Date to SPA and ETD Media & Communications Senior Policy Advisor to complete		
Deputy Director-General clearance (signature) Date cleared		
Incident Status Confirmed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Further Distribution to:		
For critical incidents only - date sent to		

