

SIMULATED FIRST AID SCENARIO - Tasks to demonstrate

Scenario - INCIDENT REPORTING – WRITTEN FORM

OBSERVATIONAL CHECKLIST - What is required:

- Complete the form below using the information from the Scenario - BREATHING DIFFICULTIES – ASTHMA, on the previous page (or another incident with details provided by your Trainer/Assessor).
- Please note: this form is for training and assessment purposes, it is not a real workplace form.
- All relevant areas must be filled out for assessment. Some areas have been filled out for you.
- Please use today's date and time as your reference.
- An ACECQA Incident Form is available on the Resources section of the website at <http://www.acecqa.gov.au/>

SAMPLE INCIDENT REPORTING DOCUMENT

INCIDENT DETAILS

LOCATION: *Green State School Out of School Hours Care Centre*
ADDRESS: *167 Green Parade Stingvale Victoria 3333*
ROOM / GROUP: *Possum Room*
CASUALTY NAME: *Jane Smith*
AGE: *7 years old*

DATE OF INCIDENT:

TIME OF INCIDENT:

Brief description of what happened:

GENERAL OBSERVATIONS

Signs & symptoms (*tick as relevant*)

- | | |
|---|---|
| <input type="checkbox"/> Cough | <input type="checkbox"/> Difficulty in speaking |
| <input type="checkbox"/> Wheeze | <input type="checkbox"/> Chest tightness |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Tiredness |
| <input type="checkbox"/> Blue lips | <input type="checkbox"/> Anxious/distressed |
| <input type="checkbox"/> Behavioural changes | <input type="checkbox"/> Pale and sweaty |
| <input type="checkbox"/> Other (please detail): | |

REFERRAL AND NOTIFICATIONS

Actions taken (*tick as relevant and note time*)

- Called ambulance on triple zero (000) at: _____
- Reported incident to supervisor at: _____
- Reported incident to parents/carers at: _____
- Reported incident to doctor at: _____

FIRST AID TREATMENT GIVEN

- Ventolin administered
- A Spacer was used
- Other (please detail):

REPORT DETAILS

REPORT COMPLETED BY:

DATE:

SIGNATURE :

TIME:

PARENT/CARER SIGNATURE : *Lara Smith*

DATE:

TIME: