Critical Incident Policy and Procedure
### Critical Incident Policy and Procedure

#### Modification history

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>13/01/2012</td>
<td>New policy</td>
<td>Toni Schammer, Gerald Lipman &amp; Ian Whyte</td>
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<tr>
<td>6/11/2012</td>
<td>Addition of the Changes to the Policy section</td>
<td>Gerald Lipman &amp; Ian Whyte</td>
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<tr>
<td>19/11/2012</td>
<td>Changes to title of ICHM Contingency Plan to Trauma Incident Response and change of version no</td>
<td>Gerald Lipman &amp; Ian Whyte</td>
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### Definitions
Policy

Under the National Code 2007 section 6.4 requires providers to have a documented Critical Incident policy and procedure.

ICHM manages this via:

DFEEST Administrative Instruction AI/2011/00010

As the educational delivery and the students accommodation for ICHM are located on TAFE SA grounds and in most cases involve TAFE SA staff in the delivery and management of the course/s and accommodation the DFEEST Administrative Instruction AI/2011/00010 is followed and available for staff on the TAFESA website

ICHM Trauma Incident Response Policy and Procedure (Version 8 November 2012)

ICHM has developed its own local policy and procedure to manage traumatic incidents involving students enrolled in ICHM courses and this policy details these arrangements. The purpose of this policy is to provide ICHM management and staff with guidance on how to effectively manage traumatic incidents involving students. Where ICHM is aware of a traumatic incident, ICHM will provide support and assistance to all enrolled students that are involved in a traumatic incident. This policy applies to all students whether they are on campus or on industry placement. This policy is available on the ICHM staff share drive.

Changes to the Policy

The Chief Executive and Principal must approve any change to this Critical Incident Policy and Procedure.