

Notification form for pool immersion incident for a child under 5 years

This notice is to be completed and returned to the Chief Executive (Health) within 5 business days (after examination by a doctor in a hospital or notification to Queensland Ambulance Services).

Please complete the following information

Name of young child	
Date of birth of child	
Date pool immersion incident happened	
Address of child's parent's	
Parent's contact details (work, home or mobile)	
Address where the pool immersion incident happened	
Date of examination by Doctor	
Did this incident result in a fatality?	
Other information relevant to the Pool Immersion Incident	
NOTIFIER TO COMPLETE CONTACT DETAILS	
Name of hospital or service (e.g. ABC Hospital or Qld Ambulance etc.)	
Contact person and position	
Telephone number	

How to submit this form

For notifiers who have a Queensland Health email account (e.g. Public Hospitals, Queensland Ambulance Service), forward this form to the Department of Health, Pool Immersion Incident Notification System email: pool_incidents@health.qld.gov.au.

For notifiers who do not have a Queensland Health email account (e.g. Private hospitals) or an existing secure file transfer (SFT) email account, we recommend you open an SFT email account with Queensland Health before submitting this form. Email pool_incidents@health.qld.gov.au or visit our pool immersion incident reporting website at <https://health.qld.gov.au/public-health/notifiable-incidents-conditions/pool-immersion-reporting> for instructions.

Reference legislation and definitions

Building Act 1975

Section 245G – Requirement to report pool immersion incident

1. A person in charge of a hospital must, under subsection (2), unless the person has a reasonable excuse, notify the chief executive (health) if an examination of a young child by a doctor in the hospital indicates that the child has been involved in a pool immersion incident. Maximum penalty – 20 penalty units
2. The notice must –
 - a) Be given to the chief executive (health) within five business days after the examination happened; and
 - b) Include the following information to the extent the person has it –
 - i. The name and date of birth of the young child;
 - ii. The day the examination happened;
 - iii. The address of the child's parents;
 - iv. The address where the pool immersion incident happened.
3. The notice may include other information about the pool immersion incident the person in charge of the hospital considers relevant.
4. In this section –

Person in charge, of a hospital means –

 - a) For a public-sector hospital under the *Hospital and Health Boards Act 2011* – the person responsible for the day to day operation and control of the hospital; or
 - b) For a private health facility under the *Private Health Facilities Act 1999* - the licensee of the private health facility.

Ambulance Service Act 1991

Section 23 – Requirement to report pool immersion incident

1. This section applies if the service is notified of a pool immersion incident

2. The chief executive must ensure that, within five business days after notification of the pool immersion incident, the service given written notice of the incident to the chief executive (health).
3. The notice must include the following information to the extent the services has it –
 - a) The name and date of birth of the young child to who the pool immersion incident relates;
 - b) The date the pool immersion incident happened;
 - c) The address of the child’s parents;
 - d) The address where the pool immersion incident happened.

4. In this section –

Chief executive (health) means the chief executive of the department in which the *Hospital and Health Boards Act 2011* is administered.

Pool immersion incident means an event involving the immersion or partial immersion of a young child under water in a swimming pool, if because of the immersion or partial immersion –

- a) the child has died; or
- b) The child has been deprived of air and the health or wellbeing of the child has been adversely affected.

Swimming pool means a swimming pool as defined under the *Building Act 1975*, schedule 2.

Young child means an individual who is under the age of five years.