

The Accident and Injury Reporting Procedure

Guidelines for MSNZ Officials, Clerk of the Course, Medics and Competitors

1. Overview

It is important that all accidents and injuries are reported to MotorSport New Zealand as soon as possible so that they can be registered in order to improve the safety at motor sport events for all

The injury examination process is designed to determine if competitors are fit to continue competition after a motor sport accident.

Experience has found that as well as on site medics, the chief medical officer, crash rescue and rescue car personal are best placed to identify whether competitors should be assessed by a register medical practitioner after an accident.

The event Clerk of the Course can also direct that a competitor be assessed.

Once it has been identified that an accident has the potential for an injury, the competitor and/or injured person will be taken to the event medic for assessment.

A medic is classified as a paramedic, advanced paramedic or doctor.

MotorSport New Zealand keeps a record of all accidents and injuries that occur during events and may need to send reports to the FIA and Worksafe NZ, so the correct procedure needs to be followed by all parties and detailed information is required.

2. Forms to Complete When an Accident Occurs

From the time an accident occurs, there are three forms that MotorSport New Zealand need completed. These are:

- **On Site Medical Assessment Form**
- **Medical Clearance to Compete Form**
- **Motor Sport Accident Report**

The Event Medic:

The medic **MUST** fill out an **On Site Medical Assessment Form** to determine if:

- (a) the injured person needs further medical attention
- (b) if the competitor is fit to resume competition
- (c) and to record exactly the state of the injured person at the time of the accident

*In cases of extreme emergency, the on site medical assessment form can be completed retrospectively by the relevant medic

Once this is completed and signed, the form must be copied with one copy given to the competitor / injured person and two copies to the clerk of the course/chief steward who must send a copy sent immediately to MotorSport New Zealand.

Clerk of the Course/Chief Steward:

A **Motor Sport Accident Report Form** must be completed and sent directly in to MotorSport New Zealand.

This is entered into an *accident and injury register* kept at MotorSport New Zealand for their records. This form must be completed, even if there are no injuries from the accident.

It is the responsibility of the Clerk of the Course or Chief Steward to forward the *Motor Sport Accident Report Form, the On Site Medical Assessment Form* and the *Medical Clearance to Compete Form* to MotorSport New Zealand as soon as they are received.

The Competitor / Injured Person:

If the competitor / injured person is sent to hospital and/or determined unfit to continue competition, they must take with them their copy of the **on site medical assessment form** as well as a blank copy of the **medical clearance to compete form**.

This form is to be completed by a registered medical practitioner after the competitor has been examined and deemed fit to resume competition. Once this is completed and signed (and this could be days, weeks or months after the accident occurred) the form must be sent to MotorSport New Zealand as the office holds the competitor's competition licence, who will then return the licence to the competitor.

3. General Information

The following is general information regarding some of the processes after an accident:

- If after completing the screening questions on the *on site medical assessment* form, the medic identifies that examination is not necessary - competitor is fit to continue competition.
 - If the medic identifies that examination is necessary they will conduct the examination.
 - If the examination does not indicate any injury, the competitor is fit to continue competition
- If the examination indicates a significant injury, the competitor is stood down from competition and must surrender their race licence to the Clerk of the Course. The chief medical officer or the Clerk of the Course should arrange with the competitors representatives to obtain his race licence which must then be sent to the MotorSport NZ head office in Wellington.
- If the competitor is hospitalised, they are automatically stood down from competition until cleared by a registered medical practitioner.
- Once the *on site medical assessment* form has been completed, the medic must sign the form, giving one copy to the competitor and one to the Clerk of the Course. The Clerk of the Course must ensure the competitor receives their copy of the completed *on site medical assessment* form, and a blank *clearance to compete* form to take to a registered medical practitioner for an examination.
- The *clearance to compete* form is used if the competitor is stood down and needs further medical attention. They can only return to competition after being examined by an appropriate registered medical practitioner - Sport Medicine Specialist, Orthopaedic Specialist, Neurologist, Rehabilitation Specialist, Accident and Medical Practitioner or General Practitioner who are familiar with the NZTA "Medical Aspects of Fitness to Drive".
- If the event medic is a registered medical practitioner then the clearance to compete examination and form can be completed during the event. In this case the medic will deliver a copy of the completed *clearance to compete* form to the clerk of course which will be copied and forwarded to MotorSport New Zealand.
- If the competitor is fit to compete, their competition licence will be returned by the Clerk of the Course upon presentation of a completed *clearance to compete* form and they will then sign accordingly.
- If the competitor is deemed not yet fit, the Clerk of the Course will continue to hold the competition licence until another *clearance to compete* form is presented showing the competitor has been re-examined and is now fit to continue. If the clearance to compete examination reveals that the competitor is still unfit, MotorSport New Zealand will refer the case to the MotorSport New Zealand appointed Medical Assessor, Dr Bruce Stewart, who will determine what further assessment is required.
- The examining registered medical practitioner and/or appointed Medical Assessor will send a copy of the *clearance to compete* form directly to MotorSport New Zealand who will arrange the return the competition licence if the competitor is fit to compete.
- If the event is still in progress and the examining registered medical practitioner has certified the competitor fit, the competitor may present their signed copy of the *clearance to compete* form to the Clerk of the Course who will keep the competitors copy, return the competition licence and sign the clearance to compete form to indicate that they have returned the licence.
- In all cases the MotorSport New Zealand Medical Assessor Dr Bruce Stewart has the final determination over a competitors fitness to compete

At the conclusion of the event, the clerk of the course must forward to MotorSport New Zealand any *on site medical assessment* and/or *clearance to compete* forms and competition licences, along with a MotorSport New Zealand *motor sport accident report*.

