

DEALING WITH AN INCIDENT/ ACCIDENT REPORT FORM



Dealing with an Incident/Accident

Incident/accident Report Form

Incident Guidelines

- (1) Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- (2) Listen to what the injured person is saying.
- (3) Alert the first-aider who should take appropriate action for minor injuries.
- (4) In the event of an injury regarding specialist treatment, call the emergency services.
- (5) Deal with the rest of the group and ensure that they are adequately supervised.
- (6) Do not move someone with major injuries – wait for the emergency medics.
- (7) Contact the injured person's parent/guardian.
- (8) Complete this incident / accident report form.

Name of club:

Site where incident/accident took place:

Name of person in charge of session/competition:

Name of injured person:

Address of injured person:

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Post code:

Date and time of incident/accident:

Nature of incident/accident:

Give full details of how and precisely where the incident/accident took place. Describe what activity was taking place (e.g. training programme, getting changed):

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Give full details of the action taken, including any first aid treatment and the name(s) of the first aider(s):

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Were any of the following contacted (please tick)?

Police

Ambulance

Fire Service

Parent / Guardian

What happened to the injured person following the accident (e.g. went home, went to hospital, carried on with session)?:

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All of the above are a true and accurate record of the incident / accident

Signed:

Date:

Name (print):