



G3A Football Academy/Club

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Accident Procedure

Here at G3A we classify an accident as what we have witnessed and an incident as something we did not see. An accident is an unplanned event which is out of our control and could potentially cause damage or injury. There are many ways we try and reduce the risk of accidents happening. These are:

- Premises regularly checked inside and out, anything that looks like it could cause an accident is removed or the necessary precautions are taken to reduce the risk.
- Risk assessments are made to identify hazards and potential risks, by doing this we can then look at then steps of how we can reduce and eliminate the risks.
- All employees and children are encouraged to care about the premises and staff are to report any hazards, risks or concerns that they may have or see.

There is always a qualified First Aider on site who can deal with minor injuries.

In the event of a minor accident:

1. Attend to the child/children immediately
2. Qualified First Aider to give first aid if required
3. Reassure and comfort the child until certain they are ok
4. Record the accident or incident in the First Aid book and sign it
5. Inform the person collecting the child about the accident and ask them to sign the appropriate book
6. Only one accident/incident to be recorded per page for confidentiality

In the event of a serious accident occurring:

1. Attend to the child/children immediately
2. Qualified First Aider to give aid that is required
3. A member of staff other than the first aider in attendance will ring for an ambulance
4. Instruct a member of staff to contact the parents/carers of the child on the listed emergency contact number
5. A member of staff will accompany the child to hospital ensuring that they have our records of the child with them
6. The records will be handed to hospital on arrival
7. The member of staff will stay at the hospital until the parent/carer of the child arrives or until such time that they are no longer needed.
8. A full report of the accident will be written down in the accident book, no longer than 24 hours after the accident has happened.

It is essential that accidents and incidents are recorded accurately and promptly and that all appropriate persons sign the book to confirm that they know and understand what has occurred.

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