

Accident Reporting Form



In the event of an accident, the following procedure should be followed by the club:

- Fill in 2 copies of the Accident reporting form for **ALL** accidents.
- Make contact with parents/guardians.
- One copy of form to incident book/folder.
- Forward 1 copy to designated person (Richard Lane Co-owner/Training & Safeguarding Officer) for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.
- Sign off on any action required from Club Head.

Details of the person filling in this form	
Full Name:	
Position:	
Club or Location:	
Club or Location Address:	
Contact Telephone:	
Signature:	

Details of the person Injured	
Name of injured Person:	
Licence Number:	
Contact Telephone:	
Parents/Carer(s) contacted:	Yes No
Are they a	a) Adult Student b) Junior Student c) Instructor/Coach d) Volunteer/Parent e) Other

Details of the accident/incident	
What Happened, give cause (How & Why) If Known:	
Date of Accident:	

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Where did the Accident take place:	
Nature or extent of Injuries:	
Any Treatment given:	
Treatment given by:	
Taken to Hospital/Walk in centre:	Yes No
How transported:	a) By self b) Parent/Friend c) Ambulance d) Other
Advised to seek medical help:	Yes No
Signature:	
Position:	
Date:	

IF ANY TYPE OF HEAD INJURY HAS OCCURRED THE INJURED PERSON MUST SEEK MEDICAL ATTENTION AND ADVICE BEFORE TAKING PART IN ANY FURTHER TRAINING.

<i>Official use only:</i>	
<i>Date Received:</i>	
<i>Signature:</i>	
<i>Position:</i>	
<i>Accident Number:</i>	