

Guidelines for dealing with an Incident/Accident

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

Incident/Accident Report Form

Venue					on of ent/inciden	t		
Date of accide	cident/incident				Name of individual(s) who dealt with the accident/incident			
Nature of acci	dent/incident							
Details leading up to the accident/incident								
Details of all club members involved								
Details of action/events after the accident/incident								
Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).								
Were any of the following contacted?			Parents/carers	Yes		No		
			Police	Yes		No		
			Ambulance	Yes		No		
What happened to the injured person following the incident/accident? e.g. carried on with session, went home, went to hospital etc.								
All of the above facts are a true record of the accident/incident								
Print name								
Signed				1	Date			