

5.3 Incident/Accident Report Form

1. Site where incident/accident took place:

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2. Name of person in charge of session/competition:

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3. Name of injured person:

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4. Address of injured person:

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5. Date and time of incident/accident:

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6. Nature of incident/accident:

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7. Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, e.g. training game, getting changed, etc.

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8. 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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9. Were any of the following contacted:

Police:	Yes	No
Ambulance:	Yes	No
Parent/guardian:	Yes	No

10. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session)

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

SIGNED: DATE:

Name:

5.4 Guidelines for dealing with an incident/accident

In the event of an incident/accident you should:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying
- If at Maidenhall Sports Centre alert the Maidenhall Sports Centre staff who will administer first aid, if at another venue administer first aid as required.
- In the event of an injury requiring specialist treatment, call the emergency service
- 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

If at Maidenhall Sports Centre make sure that the sports centre staff dealing with the incident fills in an incident/accident report form. If at another venue an incident/accident form will require filling in.