

**Guidelines for dealing with an Incident/Accident**

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 requiring 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 an incident/accident report form.

**Incident/Accident Report Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Venue |  | | | | Location of  accident/incident | | |  | |
| Date of accident/incident | | |  | | Name of individual(s) who  dealt with the accident/incident | | | |  |
| Nature of accident/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** | |  | | | | **Date** |  | | |