

Incident / Accident Report Form

Site where incident took place:

Name of person in charge of session/competition:

Name of Injured Person:

Address of Injured person:

Date and Time of incident / accident:

Nature of incident / accident:

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

Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):

Were any of the following contacted:

Police:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ambulance:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Parent / Carer:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

Once complete, please pass onto Steve or Henri

Guidelines for dealing with an accident / incident

- Stay Calm but act swiftly and observe the situation. Is there danger of further injury?
- Listen to what the injured person is saying
- If the injury is to a Young Person, please be mindful of their Welfare / Safety and contact the injured person's parent/carer - if they are not present
- Alert the first aider who should take the appropriate action for minor injuries. The Sports Centre are the appointed First Aid responders on the rare occasion none of the members on the field are suitably qualified
- In the event of an injury requiring specialist treatment, call the emergency services, via the Sports Centre who are the responsible body
- Deal with the rest of the group and ensure that they are adequately supported
- Do not move someone with major injuries. Wait for the emergency medical services
- Complete the correct reporting forms for the club and the Sports Centre (ERYC require separate copies of incident report forms as well as the club form overleaf, so please ensure both are completed)