

## 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		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 <input type="checkbox"/>	No <input type="checkbox"/>
	Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Ambulance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What happened to the injured person following the incident/accident? e.g. carried on with session, went home, went to hospital etc.			
<b>All of the above facts are a true record of the accident/incident</b>			
Print name			
Signed		Date	