



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.
- First Aider to check airway & remove mouthguard, check for signs of bleeding, keep player warm & apply verbal reassurance, check regularly for signs of shock
- Contact the injured person's parent/carer.
- Complete an incident/accident report form and return it to the Club Secretary.



INCIDENT/ACCIDENT REPORT FORM

Site where incident/accident 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 activity was taking place, e.g. training game, getting changed, etc. (continue overleaf if necessary)	
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)	

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

Signed: _____ Date: _____

Name: _____

Return this form to the Club Secretary