



## 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, or delegate another person to do this.
- 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 services.
- Contact the injured person's parent/carer. The emergency contact details should be on their player registration form.
- Complete an incident/accident report form.



## Incident / Accident Report Form

### **SUBMITTING PERSON**

Name of the person in charge of session / competition:

Site where incident/accident took place:

Date and approximate time of incident/accident:

Name of injured person:

Address of injured person:

Nature of incident/injury and extent of injury:

Details of how and precisely where the incident took place, and what activity was taking place (e.g. training/game/getting changed):

Details of action taken during any first-aid treatment and the name(s) of the first-aider(s):

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### **REVIEWING OFFICER**

Club official filing the form:

Does this warrant further investigation/change of practice or policy or procedure? **YES / NO**

If YES, brief details of action taken:

***PLEASE ENSURE THIS FORM IS SCANNED INTO THE GDRIVE FOLDER FOR INCIDENT/ACCIDENT FORMS AND SAVED WITH THE DATE AND INJURED PERSON'S INITIALS AS THE FILENAME, E.G. 20200101-CN.pdf***