



Incident/Accident Report Form

Venue

Location of accident/incident

Name of individual(s) who dealt with the accident/incident

Date of 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

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- 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