**Guidelines for dealing with an Incident/Accident**

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. If there are any qualified first aiders available, alert them. They should take appropriate action for minor injuries.
4. In the event of an injury requiring specialist treatment, call the emergency services.
5. Do not move someone with major injuries. Wait for the emergency services.
6. If the injured person is under 18, someone from their team should contact their parent/guardian.
7. 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 individuals 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  Please circle appropriate response | | | | | |
| 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** |  | | |

\*\* Continue on another sheet if necessary \*\*