

HARROGATE RAILWAY ATHLETIC JUNIOR FC

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. Alert the first-aider who should take appropriate action for minor injuries.
4. In the event of an injury regarding specialist treatment, call the emergency services.
5. Deal with the rest of the group and ensure that they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency medics.
7. Contact the injured person's parent/guardian.
8. Complete the accident report form overleaf, and send to Club Secretary.

Incident / Accident Report Form

1. Site where accident took place: _____
2. Name of person in charge of session/competition: _____
3. Name of injured person: _____
4. Address of injured person: _____
5. Date and time of incident/accident: _____
6. Nature of incident/accident: _____
7. Give details of how and precisely where the accident took place. Describe what activity was taking place e.g. training programme, getting changed, etc.

8. Give full details of the action taken including any first aid treatment and the name(s) of any first-aider(s).

9. Were any of the following contacted:
Police: Yes No
Ambulance: Yes No
Parent/Guardian: Yes No

10. What happened to the injured person following the accident?
(e.g. went home, went to hospital, carried on with session)

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

Signed _____

Date _____

Name (Print) _____

Please return this form to the Club Secretary