



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 an accident report form



Galmington Dragons Football Club Incident / Accident Report Form

1. Site where the accident/incident happened:

2. Where on the Site it took place:

3. Name of person in charge of session/game/competition:

4. Name of injured person:

5. Address of injured person:

6. Date and time of incident/accident:

7. Nature of incident/accident:

8. Give details of how and precisely where the accident took place. Describe what activity was taking place e.g. training programme, getting changed etc.

9. Give full details of the action taken including any first aid treatment and the names of the first aider(s).

10. Were any of the following contacted (delete as appropriate):

Ambulance	YES / NO	Guardian	YES / NO	Police	YES / NO
-----------	-----------------	----------	-----------------	--------	-----------------
11. What happened to the injured person following the accident/incident? (i.e. went home, went to hospital, carried on with session)

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

Name: (Print) _____ **Position:** _____

Signed: _____ **Date:** _____