



### **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	<b>YES / NO</b>	Guardian	<b>YES / NO</b>	Police	<b>YES / NO</b>
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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:** \_\_\_\_\_