

Guidelines for Dealing with an Incident



- ✓ 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 persons parent/carer
- ✓ Complete and incident/accident report form

INCIDENT / ACCIDENT REPORT FORM

Name of person in charge of session / competition

Site where incident / accident took place

Date of incident / accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury

Give details of how and precisely where the incident took place
(describe what activity was taking place, for example training, changing
etc)

Give full details of action taken during any first aid treatment and the
names 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?

All of the above facts are a true record of the accident / incident

Signed _____ Date _____

Name
