**ACCIDENT GUIDELINES**

* 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 injured person's parent/carer.
* Complete the Accident Report Form and return it to \_\_\_\_\_\_\_\_\_\_\_ (insert appropriate club person here)

**ACCIDENT REPORT FORM**

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| --- |
| **About the person reporting the accident**  |
| Full Name |  |
| Occupation / Role |  |
| Address |  |
| Contact Number |  |
| **About the person who had the accident**  |
| Full Name |  |
| Occupation / Role |  |
| Address |  |
| Contact Number |  |
| **Other personnel involved** |
| Full Name |  |
| Address  |  |
| Contact number |  |
| Involvement  |  |
| **About the accident**  |
| Where it happened: |  |
| Date it happened: |  |
| Time it happened: |  |
| Brief description: |  |
| Cause: |  |
| What action was taken at the time? |  |
| Is there any outstanding action that needs to be taken? |  |