



Haywards Heath Harriers



Guidelines for dealing with an incident/accident (Revised December 2021)

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries/issues to the person, yourself or others?
- Listen to what the injured/affected person is saying.
- Listen to what others are saying if they observed the situation and the injured/affected person cannot inform you.
- 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 try to ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured/affected person's parent/carer.
- Complete an incident/accident report form.

(Minor revision in December 2021 by BG)



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Incident/Accident Report Form (Revised May 2020)

Site where incident/accident took place:

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Name of the person in charge of session/competition:

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Name of the affected person:

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Address of the affected person:

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Date and time of the incident/accident:

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Nature of the incident/accident:

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Give details of how and where the incident/accident took place (be as precise as you can). Describe what activity was taking place, e.g. training game, getting changed, etc:

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Give full details of the action taken, including any first aid treatment and the name(s) of the first aider(s):

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Were any of the following contacted:

Police:	Yes	No
Ambulance:	Yes	No
Parent/carer:	Yes	No

What happened to the affected person following the incident/accident? (e.g. went home, went to hospital, carried on with session):

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To the best of my knowledge, all of the above facts are a true and accurate record of the incident/accident.

Signed:

Date:

Name: