



This form should be completed by the club member observing/receiving a report of an accident involving a club member/visitor.

ACCIDENT REPORTING FORM

Coach in attendance:	Yes / No
Coach:	

INJURED PARTY

Name:	
Date of Birth:	
Address:	

ACCIDENT DETAILS

Date: / /	Time:
Exact Location:	
Summary of how accident happened:	
Witness(s):	
Severity of Injury:	Minor / Considerable / Severe

Nature of Injury:	
First Aid Given: Yes / No	If Yes - Give details
Parent(s)/Guardian(s) informed?: Yes / No	Date: / / Time:
By Whom:	
Form Completed By:	
Refer to CLUB CHILDRENS OFFICER?:	Yes / No Date: / / Time:
CLUB CHILDRENS OFFICER signature: Date:	
Record any further action to be taken:	

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:-

- Contact emergency services/ GP if required;
- Fill in 2 copies of the Accident Form for **ALL** accidents;
- Make contact with parents/guardians;
- One copy of form to accident folder;
- Forward 1 copy to **CLUB CHILDRENS OFFICER** for record keeping/ action required;
- Record in detail all facts surrounding the accident, witness's etc;
- Any further action.