

Accident Form

This document can be used to record details of an accident/injury that occurred during a session. It can be used for a coach/ club own records in addition to any form completed by a venue. It should be used to record an accident at the venue where there are no venue staff. Remember to be discrete with information recorded and abide by Data Protection Act. Immediately after the accident and when it is safe to do so please inform the Club secretary, welfare officer and head coach.

Name of Person: (Enter name of person sustaining injury / accident)		
Home Address: (of injured person, including postcode)		
Contact Details: (enter contact details of injured person or parent/guardian)		
Date and time of incident:		
Venue where incident occurred:		
Exact Location of incident:		
Primary Person dealing with incident:	<input type="checkbox"/> Volunteer	Name and Comments:
	<input type="checkbox"/> Coaching Staff	
	<input type="checkbox"/> Other	
Others involved in dealing with incident:		
Description of incident:		
Cause of Incident:		
Injury Sustained:		
Initial Treatment:		
Any follow up actions: (taken by reporting person, e.g. logged with venue, informed parents, sent to hospital, how and with whom)		
Person Completing this report:		
Date of report:		