**Accident reporting form**

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| In the event of an accident, the following procedure should be followed by the club or organisation:1. Fill in 2 copies of this form for **all** accidents.
2. Make contact with parents / carers.
3. Add 1 copy of form to incident book / folder.
4. Forward 1 copy to designated person for record keeping / action required.
5. Contact emergency services / GP if required.
6. Record in detail all facts surrounding the accident, including witnesses, etc.
7. Any further action.
8. Sign off on any action required from senior management officer.
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| **Contact information – responsible adult** |
| Name of coach in attendance |  |
| Address |  |
| Contact number(s)  |  |
| Email  |  |
| Name of organisation |  |

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| **Injured person information – child / young person** |
| Name  |  |
| Address |  |
| Date of birth |  |
| Gender[[1]](#endnote-1) | Female🞎 | Male🞎 | Non-binary🞎 | Another description (please state)🞎 |
| Has the child / young person returned to the organisation following the accident? | No🞎 | Yes🞎 |  |
| **Accident information** |
| Date of accident |  | Time of accident |  |
| Date reported |  | Time reported |  |
| Who reported the accident? |  |
| Location of accident |  |
| Details of injury |  |
| Nature of and how accident happened |  |
| Did anyone witness the accident? | No🞎 | Yes – please give name(s) and details of witness(es)🞎 |
| Was first aid involved? | No🞎 | Yes – please give details🞎 |
| Have parents / carers been notified? | No🞎 | Yes – please state by whom and when🞎 |
| Recommended action to be taken |  |
| Referred to designated person(s)? | No🞎 | Yes – please have them sign declaration at end🞎 |
| Form completed by (print your name) |  |
| Your signature | 🗶 |

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| **Declaration – designated person** |
| Signature of management representative | 🗶 |
| Print name |  |
| Role within organisation |  |
| Today’s date |  |

1. It is good practice for the question on gender to be optional rather than mandatory. Sometimes, software can restrict options, which will require compromising on this best practice until systems are updated. Any system or software limitations should be openly acknowledged by the organisation so that transgender people know the organisation is aware of the restrictions and is working to resolve it. [↑](#endnote-ref-1)