# Guidelines for dealing with an Incident / Accident

- Stay calm and observe the situation
- Assess if there is danger of further injuries
- Listen to what the person is saying
- Alert the first aider who should take appropriate action for minor injuries
- Do not move anyone with major injuries – call the emergency services immediately
- Ensure the rest of the team are adequately supervised
- Contact the injured players parent / guardian / emergency contact
- Complete an incident / accident form

## Incident / Accident Report Form

To be used for medical, discipline and child protection issues

| | |
|---|---|
| **Date of incident / accident** | |
| **Venue** | |
| **Location of incident /accident** | |
| **Individual Involved** | |
| **Name of individual who dealt with incident / accident** | |
| **Nature of incident / accident** | |
| **Names of all club members involved** | |
| **Details of action taken** | |
| **First aid treatment given and by whom** | |
| **Signed (Coach / TM)** | **Date** |
| **Signed (First Aider)** | **Date** |
| All incident and accident forms must be forwarded to the club secretary immediately | |