



Winchester & District Athletic Club

PO Box 232, Winchester, SO23 5WZ

Registered Charity No. 1108801

www.wadac.org.uk

Affiliated to the HAA & SEAA

Incident/Accident Report Form

Where did the incident/accident take place?

Date and time of incident/accident/.....

Name of Person in charge of session/competition
(e.g. coach, team manager)

Name of injured Person

Address of injured person
.....
.....
.....

Nature of incident/accident

Give details of how and precisely where the incident/accident took place

Describe what activity was taking place (i.e. training, getting changed etc.)

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

Were any of the following contacted?

Police YES NO Ambulance YES NO Parent/Carer YES NO

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

DECLARATION

I declare that all of the above facts are a true and accurate record of the incident/accident.

Signed / date/.....
Capacity (i.e. coach, volunteer etc)

On completion please send this form to the club secretary



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Guidelines for dealing with an incident / accident

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert a 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 ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency services.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form.