



# ACCIDENT/INCIDENT REPORTING FORM

In the event of an accident, the following procedure should be followed by the organisation:

- Fill in 2 copies of the Accident/Incident reporting form for ALL accidents/incidents.
- Make contact with parents/guardians of the child or children concerned and provide them with a copy of this form.
- Place 1 copy of the form in the accident/incident book.
- Forward 1 copy to designated person for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.
- Sign off on any action required from senior individual within the organisation.

## NAME OF ORGANISATION:

Coach in attendance:

Address:

Telephone number

Email address

## INJURED PERSON INFORMATION

Name of individual:

Address:

Telephone number

Gender

## INCIDENT/ACCIDENT DETAILS- TO BE COMPLETED BY ORGANISATION PERSONNEL & SHARED WITH RELEVANT PARTIES E.G. PARENTS/GUARDIANS AND MEDICAL STAFF IF NECESSARY

Date of incident/accident:

Time of incident/accident:

Date & time reported:

Reported by:

Where did the accident/incident take place?

Details of injury:	
How did it happen?	
Did anyone witness the accident or incident? If so, please provide their contact information below:	
Name of witness: Address: Contact number: Email address:	
Name of witness: Address: Contact number: Email address:	
Was first aid administered? If so, please detail what this entailed and by whom it was provided:	
Was further medical intervention required? If so, please provide details.	
<b>I CONFIRM THAT THE INFORMATION CONTAINED WITHIN THIS DOCUMENT IS ACCURATE AND CORRECT</b>	
Form completed by: (PRINT NAME)	Signature:
Date:	Is further action required? If so, please detail what and who is responsible.
<b>Signature of parent/guardian:</b>	
Is a safeguarding referral necessary? If so, please complete the SG1 incident referral form and forward to relevant parties e.g. police, social services, FAW Safeguarding.	
Has the young person returned to the organisation?	
Signed by senior individual:	Full name:
Role within organisation:	