



CHARTER STANDARD CLUB



**Respect**

## Grampound Football Club

### GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT AND REPORT FORM

Updated November 2014

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert the first-aider who should take appropriate action for minor injuries.
4. In the event of an injury regarding specialist treatment, call the emergency services.
5. Deal with the rest of the group and ensure that they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency paramedics.
7. Contact the injured person's partner/parent/guardian.
8. Complete an accident report form and send to the Club Secretary.

[www.TheFA.com/Respect](http://www.TheFA.com/Respect)

[www.grampoundafc.co.uk](http://www.grampoundafc.co.uk)

Appendix

Incident/Accident Report Form



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### INCIDENT/ACCIDENT REPORT FORM

1.	Site where accident took place	
2.	Name of person in charge of session/competition	
3.	Name of injured person	
4.	Address of injured person	
5.	Date and time of incident/accident	
6.	Nature of incident/accident	
7.	Give details of how and precisely where the accident took place. Describe what activity was taking place e.g. match, training session, getting changed, etc.	
8.	Give full details of the action taken including any first aid treatment and the name(s) of the first-aider(s).	
9.	Were any of the following contacted?	Police: Yes <input type="checkbox"/> No <input type="checkbox"/> Ambulance: Yes <input type="checkbox"/> No <input type="checkbox"/> Parent/Guardian: Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	What happened to the injured person following the accident? (e.g. went home, went to hospital, carried on with session etc)	

Signed..... Print Name..... Date.....

Pass completed form to the Club Secretary.