|  |  |
| --- | --- |
| **Details of the accident / incident / injury:** | |
| Date of accident/incident |  |
| Time of accident/incident |  |
| Location/venue/weather conditions |  |
| Activity taking place (nets, training, changing, match etc) |  |
| Details of what happened/ nature of accident/incident |  |
| Names of those involved in the accident/incident |  |
| Names of any witnesses |  |
| Details of any injuries (bruise, sprain, fracture, bleeding etc) |  |
| Details of first aid administered and name of first aider |  |
| Details of any first aid recommendations made to the injured party/parents/guardians |  |
| Note whether parent/guardian, GP/Emergency Services were called to the scene |  |
| Outcome of actions on the day (carried on with session, went home, went to hospital etc) |  |
| Results of follow up check the next day |  |
| Name of person in charge and coaches on site at the time |  |
| Number of children on site if applicable |  |
| Any other details you wish to include |  |
| **Details of the injured person(s):** | |
| Name |  |
| Age |  |
| Gender |  |
| Contact details of injured or parents/guardians if a child |  |
| **Details of report writer, signature and date of report:** | |
| Name |  |
| Contact details |  |
| I confirm that all of the above facts are a true and accurate record of the accident / incident / injury or near-miss | |
| Signed |  |
| Date |  |
| Please forward report to Club Officers for confidential record keeping and any further action required | |
| Administrative Officer: Haidee Goodwin; [**goodwinhaidee@gmail.com**](mailto:goodwinhaidee@gmail.com) | |
| Safeguarding Officer: Bethan Eyres; [**bethan\_eyres@hotmail.com**](mailto:bethan_eyres@hotmail.com) | |