

Accident/ Incident Report Form

Accident / Incident Report Form

This document can be used to record details of an accident/injury that occurred during a club activity.

It can be used for a coach's or club's own records in addition to any form completed by a venue.

It should be used to record an accident at the venue where there are no venue staff.

Remember to be discrete with information recorded and abide by UK General Data Protection Regulation (GDPR)

Name of person: (Enter name of affected person?)						
Home address (of affected person, including postcode)						
Contact details (enter contact details of affected person)						
Date and time of incident						
Venue where incident occurred						
Exact location of incident						
Primary person dealing with incident	<input type="checkbox"/> Venue staff <input type="checkbox"/> Coaching staff <input type="checkbox"/> Other	<table border="1"> <thead> <tr> <th colspan="2">Name & Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name & Comments			
Name & Comments						
Others involved in dealing with incident						
Full description of incident						
Cause of Incident						
Injury Sustained (if any)						



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<p>Initial Treatment (if any)</p>	
<p>Any follow up actions (taken by reporting person, e.g. logged with venue, informed parents, sent to hospital, how and with whom)</p>	
<p>Person completing this report</p>	
<p>Date of report</p>	
<p>Signature of Parent (For Junior and Youth only)</p>	