

## **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 the 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 they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/guardian.
- Complete an incident/accident report form.

**Bolton Ladies Rounders League**  
**Accident Report Form**

This form is to be completed by all Sections with regard to **ANY ACCIDENT\*** within 24 hours (or immediately on return from a game).

\*An **ACCIDENT** is anything that may require further action to be taken.

Authorised Activity Organiser / Team Captain / Manager / Club Secretary:  
(Please print in BLOCK CAPITALS)

Date of Accident: ..... Time of Accident: .....

Names of individuals involved in accident plus Club/team details:

Name: ..... Club/team: .....

Name: ..... Club/team: .....

Name: ..... Club/team: .....

Name: ..... Club/team: .....

Name: ..... Club/team: .....

Name: ..... Club/team: .....

**Nature of Accident and Extent of Injury: (please give as much detail as possible)**

Action Taken:

Cause of Accident: