



Waveney Youth F.C. 2007 F.A. National
Charter Standard Community Club of the Year

Accident / Incident Report Form

If at any time during your training session or during a match or other activity an accident or other incident takes place, please follow the guidelines below and record details overleaf.

- Stay calm but act swiftly and observe the situation, is there any 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 regarding 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 paramedics.
- Contact the injured persons parent / guardian

Who was involved in the accident / incident

Name of injured person?	
Address of injured person?	
Date of Birth?	
Parent / Guardian details?	
Details of any specific medical needs / treatment?	
Allergies i.e. allergic to penicillin?	

The Accident / incident

Date & Time of Incident?	
Where did the incident occur?	
Give details of how and precisely where the accident / incident took place. Describe what activity was taking place i.e. training, match, getting changed etc.?	

The Person in Charge

Name Of Person In Charge?	
Name of Person dealing with the accident / incident?	
Are they a qualified first-aider?	
Date they attended most recent F.A. Child Protection workshop?	
Date they attended most recent F.A. Emergency aid course?	
CRB Certificate Number / date?	



COMMUNITY CLUB
CHARTER STANDARD CLUBS



Club Welfare – Accident / Incident Report Form
January 2008

