



# **Chelmsford and District Netball League**

**www.chelmsfordnetballleague.co.uk**

**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.
* Do not move someone with major injuries. Wait for the emergency medics.
* Contact the injured person’s parent/guardian if a minor.
* Complete an incident/accident report form.
* Email form to Mandy Hales on mandyhls@aol.com



**Incident/Accident Report Form**

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| --- | --- |
| Venue | Location of accident/incident |
| Date of accident/incident | Name of individual(s) who dealt with the accident /incident |
| Nature of accident/incident | |
| Details leading up to the accident/incident | |
| Details of all club members involved | |
| Details of action/events after the accident/incident | |
| Give full details of action taken during any first aid treatment and the name(s) of first-aider(s). | |
| Were any of the following contacted?  Parents/carers Yes No  Police Yes No  Ambulance Yes No | |
| What happened to the injured person following the incident/accident? e.g. carried on with session, went home, went to hospital etc. | |
| **All of the above facts are a true record of the accident/incident**  Signed Date Print name | |