



## Chelmsford and District Netball League

[www.chelmsfordnetballleague.co.uk](http://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 Donna Thomas at [vicechair.chelmsfordnetball@gmail.com](mailto:vicechair.chelmsfordnetball@gmail.com)



### Incident/Accident Report Form

|   |   |
|---|---|
| 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. |   |
| <b>All of the above facts are a true record of the accident/incident</b>  |   |
| Signed ..... Date..... Print name.....  |   |