



Athenry Swans Hockey Club – ACCIDENT REPORT FORM

What is this?

- This Accident Report Form can be used by all club members when an accident has occurred
- It also includes guidelines for anyone dealing with an accident
- It should be used along with the Procedure for Dealing with Accidents (also provided)

Why is it important?

- The club keeps a record of accidents for insurance purposes, as well as understanding how accidents can be avoided in the future

How can it be used?

- This form is circulated to all club personnel who are in a position to record accidents. Also, this form is kept in the first aid kits available.
- This form, when completed should be passed to the relevant person in the club who monitors accidents (ie currently the Club Secretary, Denise Glavin by email at admin@athenryswanshockeyclub.ie)

ACCIDENT GUIDELINES

- 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 that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete the Accident Report Form and return it to the Club Secretary (Denise Glavin) by email to: admin@athenryswanshockeyclub.ie



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| About the person reporting the accident: | |
|--|-------|
| Full Name: | |
| Occupation/Role: | |
| Address : | |
| Contact Number: | |
| Signature: | Date: |

| About the person who had the accident: | |
|--|--|
| Full Name: | |
| Occupation/Role: | |
| Address: | |
| Contact Number: | |

| Other personnel involved: | |
|---------------------------|--|
| Full Name: | |
| Address: | |
| Contact Number: | |
| Involvement: | |

| About the accident: | |
|---|--|
| Where it happened: | |
| Date it happened: | |
| Time it happened: | |
| Brief description: | |
| Cause: | |
| What action was taken at the time? | |
| Is there any outstanding action that needs to be taken? | |