



### 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.

**ACCIDENT REPORT FORM**

	<b>About the person reporting the accident:</b>		
<b>Full Name:</b>			
<b>Contact Number:</b>			
<b>Signature:</b>		<b>Date:</b>	

	<b>About the person who had the accident:</b>		
<b>Full Name:</b>			
<b>Contact Number:</b>			

	<b>Other personnel involved:</b>		
<b>Full Name:</b>			
<b>Contact Number:</b>			
<b>Involvement:</b>			

**About the accident:**

<b>Where it happened:</b>	
<b>Date it happened:</b>	
<b>Time it happened:</b>	
<b>Brief description:</b>	
<b>Cause:</b>	
<b>What action was taken at the time?</b>	
<b>Is there any outstanding action that needs to be taken?</b>	