



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 Margie Loughran. Margieloughran@gmail.com or 0868720297



ACCIDENT REPORT FORM

About the person reporting the accident	
Full Name	
Occupation / Role	
Address	
Contact Number	
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?	