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**Guidelines for dealing with an Incident/ Accident**

**Step-By-Step Advice for Howth Celtic Members**

* Stay calm but act swiftly and observe the situation.
* Is there a 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 an incident/accident report form.***

**Incident/ Accident Report**

**Guidelines for dealing with an Incident/ Accident**

**TO BE FILLED IN BY THE COACH/ INDIVIDUAL IN CHARGE AT THE TIME OF THE INCIDENT.**

Coach/ Individual’s name: …………………………………………………………………………………

Tel no:……………………………………………………………………………………………………..……...

Address:……………………………………………………………………….……….…………..……………

………………………………………………………………………………………………………………………….

Postcode: …...………………………........

**About the injured person:**

Full Name: …………………………………………………………………………………………………..……

Tel no:……………........……………………………………………………………………………………….…

Address: ……………………………………………………….…………………….……………………………

…………………………………………………………………………………………………………………………

Postcode: ……...……………………....... Male/ Female: ……………………………………………

Age:……………….........…………………

**About the Incident:**

Activity taking place at time of incident:…………………………………………………….……

Date & Time of incident: .……………………………………………………………………..…………

Place of incident: ………..………………………………………………………………………………….

Description of incident:

..……………………………………………………………………….……………….…….…………….………

……………………...……………………………………………………………………….……………………..

**Action Taken:**

Action taken by Coach/ Leader/ Club Rep:

...........………………………….……………………………...………………………………………………

………………………………………..……………………………..…………….……………………………..

Were the emergency services called (if yes, provide details):

…………………………………………………………………………………..……………………….………

Action taken by Doctor or Nurse (if appropriate):

………………………………………………………………………………………………………………………………

Diagnosis:………..………………………………………….………………………….…………………………….

**Signatures:**

Signature of Coach/ Leader/ Club Rep:............…….....……………………………………………

Signature of casualty (if possible): ..............…….....……………………………………………….

Signature of witness (1) ..............…….....………………………………………………………..…..

Address:………………………………………………………………………………………….…………………..

……………………………………………………………………………………………………………………………

Signature of witness (2) ..............…….....………………………………………………………………

Address: …………….………………………………………………………………………………………………

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