



Safeguarding
Accident Reporting Form

COACH IN ATTENDANCE	
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INJURED PARTY	
School/Club	
Address	
ACCIDENT DETAILS	
Date	
Time	
Exact Location	
Details of Injury	
How accident happened	
Name of any witnesses	
First Aid Involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parents informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	
Time:	
	By whom
Form Completed By	
Refer to designated officer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Designated Officer's signature	



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Record any further action to be taken	
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Has the young person returned to the organisation:	Yes / No
Signature of management representative:	
Print name:	
Role within Netball NI / club:	

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:-

- Fill in 2 copies of the Accident Form (**see previous pro-forma**) for **ALL** accidents.
- Make contact with parents/guardians
- One copy of form to incident book/folder.
- Forward 1 copy to Designated officer for record keeping/ action required.
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witnesses etc.
- Any further action.
- Sign off any changes required by senior Netball NI/club official