

WALKDEN AND DISTRICT TENNIS LEAGUE

CHILD PROTECTION POLICY AND PROCEDURES

Accident Report Form

When an accident occurs at any League/Club activity, which requires further action, an accident form must be filled in as soon as possible within 24 hours. Clubs must send a copy to the League Child Protection Officer for the League records, keeping the original for the Club records. Please use BLOCK CAPITALS

Date of accident..... Time of accident.....

Names of individual (s) involved and Club:-

Name _____ Club _____

Name _____ Club _____

Name _____ Club _____

Name _____ Club _____

Place where accident occurred _____

Activity at which accident occurred _____

Nature of accident and extent of injuries, (please give as much detail as possible)

_____ (use other side if needed)

Action taken _____

Cause of accident _____

Reminders of how to deal with an accident:- A first aid box should be available at all activities)

1. Stay calm ,act quickly, assess situation (is there danger of further injuries ?)
2. Listen to what the injured person is saying.
3. Alert a first aider, who should take appropriate action for minor injuries.
4. Call the emergency services if injuries require specialist treatment. Remember **DO NOT MOVE** someone with major injuries. (Talk to the injured person keeping the as comfortable as possible.) Wait for the trained medics.
5. Make sure that anyone needing supervision whilst you are dealing with the situation is catered for.
6. Contact the injured person's parent/guardian.
7. Complete an accident report form according to League policy.