**Accident reporting form**

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| In the event of an accident, the following procedure should be followed by the club or team:   1. Fill in 2 copies of this form for **all** accidents. 2. Make contact with parents / carers if under 18 years. 3. Add 1 copy of form to club/team incident book / folder. 4. Forward 1 copy to Medway Netball League secretary for record keeping / action required. 5. Contact emergency services / GP if required. 6. Record in detail all facts surrounding the accident, including witnesses, etc. 7. Any further action. 8. Sign off on any action required from the club/team. |

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| **Contact information – responsible adult** | |
| Name of responsible person in attendance |  |
| Address |  |
| Contact number(s) |  |
| Email |  |
| Name of club/team |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Injured person information** | | | | | | | | |
| Name |  | | | | | | | |
| Address |  | | | | | | | |
| Date of birth |  | | | | | | | |
| Gender[[1]](#endnote-1) | Female  🞎 | | Male  🞎 | | Non-binary  🞎 | | Another description (please state)  🞎 | |
| Has the injured person returned to the club/team netball following the accident? | | | No  🞎 | | Yes  🞎 | |  | |
| **Accident information** | | | | | | | | |
| Date of accident | |  | | | | Time of accident | |  |
| Date reported | |  | | | | Time reported | |  |
| Who reported the accident? | |  | | | | | | |
| Location of accident | |  | | | | | | |
| Details of injury | |  | | | | | | |
| Nature of and how accident happened | |  | | | | | | |
| Did anyone witness the accident? | | No  🞎 | | Yes – please give name(s) and details of witness(es)  🞎 | | | | |
| Was first aid involved? | | No  🞎 | | Yes – please give details  🞎 | | | | |
| Have parents / carers been notified if young person? | | No  🞎 | | Yes – please state by whom and when  🞎 | | | | |
| Recommended action to be taken | |  | | | | | | |
| Referred to designated person(s) in club/team? | | No  🞎 | | Yes – please give name(s) and position in club/team  🞎 | | | | |
| Form completed by (print your name) | |  | | | | | | |
| Your signature | | 🗶 | | | | | | |

1. [↑](#endnote-ref-1)