

# The FA Charter Standard Club Programme Dealing with an Incident/Accident



**Harperbury postcode: WD7 9HF**

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying
3. Alert the first-aider who should take appropriate action for minor injuries
4. In the event of an injury regarding specialist treatment, call the emergency services
5. Deal with the rest of the group and ensure that they are adequately supervised
6. Do not move someone with major injuries. Wait for the emergency medics
7. Contact the injured person's parent/guardian
8. Complete an accident report form (see "Accident/Incident Report Form" in the "Supporting Materials" section of this CD-ROM).

# The FA Charter Standard Club Programme Incident/Accident Reporting Form



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## Football Club Incident/Accident Reporting Form

1. Site where accident took place

\_\_\_\_\_

2. Name of person in charge of session/competition

\_\_\_\_\_

3. Name of injured person

\_\_\_\_\_

4. Address of injured person

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Date and time of incident/accident

\_\_\_\_\_  
\_\_\_\_\_

6. Nature of accident/incident

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Give details of how and precisely where the accident took place.

Describe what activity was taking place, eg. training programme, getting changed, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Give details of the action taken including any first aid treatment and the name(s) of the first-aider(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Were any of the following contacted

Police Yes  No

Ambulance Yes  No

Parent/Guardian Yes  No

10. What happened to the injured person after the accident? (eg. went home, went to hospital, carried on with session)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. All of the above facts are a true and accurate record of the incident/accident.

Signed \_\_\_\_\_

Name (Print) \_\_\_\_\_

Date \_\_\_\_\_