

MINI & JUNIOR SECTION

Incident/Accident Report Form

Introduction:

The purpose of the Incident/Accident Report Form is to record facts, as determined by the person in charge of activities during which an injury occurs, that relate to the accident or incident during which the injury occurred. The form is self-explanatory and suggests a number of subject areas where comment may be appropriate. When completed, signed and witnessed, the form should be forwarded to the Secretary of the Mini & Junior Section for indefinite archive. Individuals may wish to keep a copy for use in any subsequent proceedings that may be brought as a consequence of the injury.

Definition:

The person in charge is the person in whose care the injured player resides when the injury occurs. This will normally be the senior coach during training and changing activities unless delegated to another competent person or a Club appointed referee during a game. Externally appointed referees comply with Society reporting procedures and are not included in this system; separate reporting for injuries occurring during an externally officiated game may be appropriate therefore.

Club Policy:

An Incident/Accident Report Form is to be raised by the person in charge of activities for each player injured in the incident/accident whom, as a result of that injury, becomes unfit to continue with the training session/game. This is to include situations where the player;

- 1. is taken to the Accident and Emergency (A & E) department of a local hospital as a direct result of the injury whether in care of trained ambulance staff or parents/responsible adults. The means of travel is not important, the fact that the injury warrants A & E treatment is.**
- 2. is unlikely to return to training or playing for a period of 14 days.**
- 3. may subsequently make a claim against the RFU insurance.**
- 4. may subsequently make a claim against the Club or individual members of the Club.**

For any lesser injury that does not prevent the player from continuing with the session but which may have a later and consequent effect, the person in charge of activities during which an injury occurs should decide whether completion of an Incident/Accident Report Form is warranted.

PLEASE COMPLETE USING CAPITAL LETTERS AND BLACK INK

Details:

1. Site where injury occurred:

2. Name of coach in charge of training session/game:

a. Coaching qualification and date of qualification:

b. First Aid qualification and date of qualification:

3. Name of injured person:

4. Address of injured person:

5. Date and time of injury:

6. Nature of incident/accident:

7. Give details of the circumstances during which the injury occurred.

8. Give full details of the action taken including any first aid treatment:

9. Name of the First Aider if different from above:

a. First Aid qualification and date of qualification:

10. Were any of the following contacted:

Time: Time of arrival:

Police Yes No

Ambulance Yes No

Parent/guardian Yes No

11. What happened to the injured person following the incident? (e.g. went home, taken to A & E, continued with

session.).....

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

*SIGNED:..... DATE:

*SIGNED:..... DATE:

***The first signature should be that of the person in charge of the activity; the second signature should be that of a witness to the incident/accident.**

Deborah J Morgan
Chairman
Havant Rugby Club Mini & Junior Section