Please ensure that this form is completely legible and is signed and dated.

|  |  |
| --- | --- |
| 1. Name and location of facility |  |
| 2. Full name of coach supervising the session |  |
| 3. Full name of the injured person (if applicable) |  |
| 4. Full address of the injured person (if applicable) |  |
| 5. Date of accident | Time of accident |
| 6. Nature of accident and extent of injury (including location on body): |
| 7. FULL details of the accident including;- how it happened, where it took place: |
| 8. What activity was being performed (e.g. training game, getting changed, etc): |
| 9. Witness name(s) and address(es): |
| 10. Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s): |
| Police called: Yes / No | Ambulance called: Yes / No |
| Facility manager informed: Yes / No | Facility accident book completed Yes / No |
| Parent / Guardian / Next of Kin informed Yes / No |  |
| 11. Other actions? For Example, advised to attend A&E  |

**Section to be completed by First Aider**

Iconfirmthat the above details are correct and accurate to the best of my knowledge.

|  |  |
| --- | --- |
| Print name: |  |
| Signature: | Date: |

**Section to be completed by supervising coach**

Iconfirmthat the above details are correct and accurate to the best of my knowledge.

|  |  |
| --- | --- |
| Print name: |  |
| Signature: | Date: |

Attachment 1 – Head Injury Advise

**Your next of kin / daughter / son has taken a bump / knock to the head.**

**We suggest you take your child / next of kin to see a doctor to have them checked out.**

Please monitor your next of kin / daughter / son closely for the next 24 hours and if you see any of the following signs please take them immediately to see a doctor or A&E.

There are six key things you should look for:

1. Brief loss of responsiveness
2. Scalp wound
3. Dizziness or nausea
4. Loss of memory of events before or during the injury
5. Headache
6. Confusion

Also look out for Slurred Speak, Blurred Vision and Severe Headaches.

For a severe head injury, you also need to look for:

* Reduced level of response
* Loss of responsiveness
* Leakage of blood or watery fluid from the ear or nose
* Unequal pupil size