

ACCIDENT REPORT FORM

Oxford Ice Skating Club (OXIST)

In the event of an accident, the following procedure should be followed by the club or organisation:

- Fill in the accident report form for ALL accidents
- Contact must be made immediately with parents or carers
- Place 1 copy of the form onto the injured child/young person's file
- Forward 1 copy to designated person for record keeping / action required
- Contact emergency services or GP if required
- Record in detail all facts surrounding the accident, witnesses, etc
- Record and take any further action
- Sign off on any action required from welfare/safeguarding officer

Club Information	
Coach in Attendance	
Address	
Day time & Evening Phone No	
Email Address	

Injured Person Information			
Name of Injured Child/Young Person			
Address of Injured Child/Young Person			
Date of Birth		Gender	Male / Female

Accident Information <i>(to be recorded by club and shared with relevant staff and parents/carer)</i>			
Date of Accident		Time of Accident	
Date Reported		Time Reported	
Person Reporting the Accident			
Details of Injury <i>(use the space on the next page if necessary)</i>			
Nature and How Accident Happened <i>(use the space on the next page if necessary)</i>			
First Aid Involved <i>(please provide details)</i>			
Parents/Carers Notified	Yes / No		
Recommendation Action to be Taken			
Refer to Welfare / Safeguarding Officer	Yes / No	Has the Child/Young Person Returned to the Club	Yes / No
Form Completed by (Print Name)			
Signature			
Role within the Club			

Did Anyone Witness the Accident	Yes / No <i>(if yes, state witness names and details below)</i>
Name of Witness	
Contact Details of Witnesses <i>(please add additional witness information below)</i>	
Print Name of Welfare/ Safeguarding Officer	
Signature	

Please add additional information about the accident here or further details of witnesses

