



## **ACCIDENT/INCIDENT GUIDELINES**

St. Charles Soccer Association in conjunction with Kirkfield-Westwood Community Club recommends that the following procedure is used when dealing with an incident or accident:

1. Stay calm and assess the situation. Identify if there is any danger of further injury.
2. Listen to what the injured person is saying and assess the level of injury.
3. Alert the best suited person to attend the injured person.
4. Contact emergency services for an injury requiring specialist treatment.
5. Ensure the remaining group of players are adequately supervised and accounted for.
6. Await emergency personnel for any significant injury, do not attempt to move the injured person.
7. Contact the injured person's parents/guardian if not already alerted.
9. Determine course of action for remainder of game/session and players.
10. Complete an Accident Report Form.
11. Hand in Accident Report Form to your club Convenor/Administrator.



## **Accident/Incident Report Form**

Site where accident/incident took place:

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Date and time of accident/incident:

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Persons in charge of session/game:

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Name of injured person:

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Address of injured person:

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Nature of accident/incident:

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Details of how the accident/incident took place (activity at time of accident, any contributing factors):

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Details on the action taken including and first aid treatment and the name of the attendant:

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Were any of the following contacted?

A. Police    B. Fire Department    C. Emergency Medical Technician    D. Parent/Guardian

What happened to the injured person following the accident/incident? (e.g. went home, went to hospital, went to family doctor, sat out) \_\_\_\_\_

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

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Please print)