**Guidelines for dealing with an incident/ accident**

All members should listen to the run briefing so they are aware of the session route. If somebody has an accident please follow these guidelines

•Stay calm but act swiftly and observe the situation. Is there danger of further injuries?

•Listen to what the injured person is saying.

•In the event of an injury requiring specialist treatment, call the emergency services.

•Do not move someone with major injuries. Wait for the emergency services.

•If appropriate contact the injured person's parent/carer.

•Complete an incident/accident report form.

**Incident/Accident Report Form**

Where did the incident/accident take place? ………………………….

Date and time of incident/accident ………………/………….

Name of Person in charge of session ………………………….

Name of injured Person ………………………….

Address of injured person ………………………….……………………….

Give details of how and precisely where the incident/accident took place

Describe what activity was taking place (i.e. warm up, cool down, on the run)

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

aider(s)

Were any of the following contacted?

Police YES NO Ambulance YES NO Parent/Carer YES NO

What happened to the injured person following the incident/accident? (i.e. went home, went

to hospital, carried on with session)

DECLARATION

I declare that all of the above facts are a true and accurate record of the incident/accident.

Signed / date ……………………………/…………… on behalf of RunVerity