



Accident/Incident Guidelines

FC Capital United Soccer Club recommends that the following procedure is used when dealing with an Incident or Accident.

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying
3. Alert the first-aider who should take appropriate action for minor injuries
4. In the event of an injury regarding specialist treatment, call the emergency services
5. Deal with the rest of the group and ensure that they are adequately supervised
6. Do not move someone with major injuries. Wait for the emergency medics
7. Contact the injured person's parent/ guardian
8. Complete an Accident Report Form (see annex I)
9. Hand the copy of the Accident Report Form in to your Club Administrator.



FC Capital United Soccer Club Incident / Accident Report

1. Site where accident took place:

2. Date and time of accident/ incident:

3. Name of person in charge of session/ competition:

4. Name of injured person:

5. Address of injured person:

6. Nature of accident/ incident:

7. Give details of how and precisely where the accident took place. Describe what activity was taking place, e.g. training program, getting changed etc.

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

9. Indicate which of the following contacted:

Police

Ambulance

Parent/ Guardian

10. What happened to the injured person following the accident? (e.g. went home, went to hospital, carried on with session)

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

Signed _____

Name (print) _____ Date _____