



HEATON HAWKS FC

An FA Charter Standard Community Club



ACCIDENT PROCEDURE & REPORTING REQUIREMENT POLICY

Should a member of the Club require first aid treatment a first aider should be summoned by the quickest available means. A qualified first aider will be in attendance at all matches.

Minor Injury (i.e. small cut, bumps, grazes, bruises):

- Take appropriate first aid action
- Make provision for the injured person to rest or continue as appropriate
- Record any incident or injury and complete the accident book / form

Major Injury:

- Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid
- Telephone the next of kin
- Record any incident or injury and complete the accident book / form

When contacting the emergency services remember to:

- Keep calm and speak clearly
- Give your name and state the service you require
- Give your full name and telephone number and the full address / location of the club/ facility / pitch
- Location, details and time of the accident / incident
- Number of casualties and their condition together with details of any treatment being administered or which has already been given
- Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible

Should an actual or alleged assault incident take place:

- Inform a committee member
- Witnesses' names and addresses should be taken
- Follow the same procedure as above for injuries and if necessary also summon the police service
- Details of the incident should be documented

Advice for coaches / parents in the event of an accident:

- Stay calm but act swiftly and observe the situation
- Assess the scene. Is there danger of further injury? If so, ensure that the danger is reduced/ removed
- Listen to what the injured person is saying
- Alert the first aider who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries
- Wait for the emergency services
- Contact the injured person's parent/carer
- Complete accident / incident report form

Accident / incident forms

- Home games – accident book is stored in the clubhouse on the notice board
- Away games – please use the form on our website under Documents and Policies