**Accident / Incident Form Template**

**This is a sample accident/incident form that a Club could use. Please ensure that you update the unfinished sections with relevant details from your Club.**

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| --- | --- |
| **Name of group:** |  |
| **Childs name:** |  |
| **Address (home):** |  |
| **Name of parent:** |  |
| **Date of accident/incident** |  |
| **Time of accident/incident** |  |
| **Description of accident/incident** |  |
| **Location of accident/incident** |  |
| **Perceived cause of accident/incident:** |  |
| **What, if any, piece of equipment was involved?** |  |
| **Who was present at time of above accident/incident?** |  |
| **Number of children, if any, in the area:** |  |
| **What action was taken and by whom?** |  |

Parent/carer of child - name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club organiser at time of the incident - name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_