**Template Accident & Incident Guidelines**

***NAME OF CLUB***

ACCIDENT GUIDELINES

* Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
* 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 medics.
* Contact the injured person's parent/carer.
* Complete an accident report form.

INCIDENT GUIDELINES

* Record all incidents reported or observed on an Incident Form.
* Inform designated person ASAP.
* Consultation with Gateway team/ PSNI if required.
* 1 copy to designated safeguarding children officer within 24 hours.
* Ensure confidentiality - only "need to know basis" (reference confidentiality statement in Clubmark NI Template 12: Safeguarding Policy).
* Inform parents, unless to do so may put the child at further risk.
* The designated safeguarding children officer will be responsible for storing any report in a safe and secure environment.