



Cricket Federation for People  
with Disabilities

## **GUIDELINES FOR DEALING WITH AN ACCIDENT**

- 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 (see below). Give clear directions and ensure entry to the Ground is unobstructed.
- 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.
- If appropriate, contact a parent or carer.
- Personal details of all players available from the **Team Manager**.
- Complete an accident report form.

### ***Important emergency information:***

**Dial 999 or 112 for emergency services.**

### **IMPORTANT:**

- Any untoward accident concerning a player, which is considered serious enough to warrant reporting, must be entered on the Club's accident reporting form.
- On completion, this form must be forwarded to the Team Manager/Children and/or Vulnerable Adults Officer as soon as possible, for assessment and consideration of any further action required.
- All accidents reported will be discussed at the next appropriate General Committee Meeting.
- Accident forms should be completed as soon as possible after the event. FACTS only should be reported.

# ACCIDENT REPORT FORM

Name of person in charge of session/competition:

Site where incident took place:

Date of accident:

Time of accident:

Name of injured person:

Address / telephone number of injured person:

Nature of accident and extent of injury:

Give details of how and precisely where the accident took place.

Describe what activity was taking place, e.g. training game, getting changed, etc

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

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Were any of the following contacted:

Club Coaches:

Yes  No

Club Official:

Yes  No

Police

Yes  No

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

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

SIGNED:

DATE:

NAME

(PLEASE PRINT)

***In the event of accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of Risk Assessment form***