

Rev and GO

ACCIDENT REPORT FORM

Any accident must be reported on this form, which should be submitted to the project manager and onward to the chair of trustees without delay. Parents should be informed of any injury by the duty adult. Severe injuries should be reported to parents by the project manager or a trustee. Speaking to the media about any accident is a task reserved for the project manager and chair of trustees.

ACCIDENT - DATE AND TIME ___/___/___ ___:___

Name of victim _____ Male/Female

Address _____

Post code _____ Phone - Home _____

Student/Occupation _____ School/Employer _____

Circumstances (describe the location, activity, participants and cause of injury)

FIRST AIDER DETAILS

Name _____

Address _____

Post code _____ Phone - Home _____

First Aid Qualification _____

NATURE OF INJURY

Body Part _____

Severity of Injury _____

Description _____

ACTION TAKEN

NEXT STEPS

Please record any follow on action needed.

WITNESSES

Name	_____		
Signed	_____	Date	_____
Name	_____		
Signed	_____	Date	_____

SIGNATURE OF INFORMANT

Signed	_____	Date	_____
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