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| Sir Tom Finney Football ClubFA Charter Standard Club **Incident/Accident Reporting Form** |  |
| All accidents/incidents should be recorded and completed forms should be forwarded to the STF FC Club Secretary **asap**. |
| 1 | Site where accident took place………………………………………………………………………………….. |  | 8 | Give details of the action taken including any first aid treatment and the name(s) of the first-aider(s).………………………………………………………………………………… |
| 2 | Name of person in charge of session/competition & contact tel/mobile no…………………………………………………………………………………..………………………………………………………………………………….. |  |  | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 3 | Full Name of Injured person………………………………………………………………………………….. |  | 9 | Were any of the following contactedPolice Yes □ No □ |
| 4 | Address of Injured person…………………………………………………………………………………..…………………………………………………………………………………..………………………………………………………………………………….. |  | 10 | Ambulance Yes □ No □Parent/Guardian Yes □ No □What happened to the injured person after the accident? (eg. Went home, went to hospital, carried on with session) |
| 5 | Date and Time of incident/accident…………………………………………………………………………………..………………………………………………………………………………….. |  |  | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 6 | Nature of accident/incident…………………………………………………………………………………..…………………………………………………………………………………..………………………………………………………………………………….. |  |  | ……………………………………………………………………………………………………………………………………………………………………All of the above facts are a true and accurate record of the incident/accident.Signed: …………………………………………………………………… |
| 7 | Give details of how precisely where the accident took place.Describe what activity was taking place, eg. Training programme, getting changed, etc.…………………………………………………………………………………..…………………………………………………………………………………..…………………………………………………………………………………..…………………………………………………………………………………..………………………………………………………………………………….. |  |  | Name (Print): …………………………………….……………………Date: ………………………………………………………………………\*A brief email/text should also be made to the Chair (pete@masonhouse.co.uk Mobile: 07809901303) so that a follow up courtesy phone call can be made. |

10/17fan