



## **SRC Emergency Action Plan**

If a member has an accident while on one of your training sessions then either ask another coach or responsible person to either continue with your session while you see to the injured person or ask them to see to the injured person. Over the course of the next few days ensure you have completed an accident report form and send it to the club secretary.

In order for this plan to operate it is imperative that every coach has an up to date membership list with emergency numbers and a list of all coach telephone & mobile numbers.

### **Dealing with the Injury**

- Assess the injury and take or go with the member to the relevant place to either receive first aid, medical attention or emergency medical attention.
- Make sure you have a mobile phone with you to call on other coaches for them to contact the emergency contact for the injured member and let them know what is happening.

### **Accident Report Form**

After the session and the injured person has received the appropriate medical attention please complete the attached accident report form and send it to the club secretary. The club secretary will deal with the insurance company should the member wish to make a claim. The incident will be reported to the committee to see whether they can suggest any preventative measures and will then be kept on file for 3 years.



## SRC Accident report Form

<b>Full Name of Injured Person:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Age on Date of Accident:</b>	
<b>Occupation:</b>	
<b>Date and Time of Accident:</b>	
<b>Description of Circumstances:</b>	
<b>Nature of Injury:</b>	
<b>Place where Accident Occurred:</b>	
<b>Date of reporting to SRC Committee:</b>	
<b>Any Preventative Measures?</b>	
<b>Comments:</b>	