

Surf Life Saving Association of Wales - Appendix 10
Accident Reporting Form

To be used when person under the age of 18 is involved in an accident under the care of SLSA Wales and its Coaches, Members and Volunteers

- Contact emergency services if required.
- Make contact with parents / guardians.
- Record in detail all the facts surrounding the accident, witnesses.
- Fill in 2 copies of Appendix 13 for all accidents.
- One copy of form to be retained by club for incident book / folder.
- Any further action?
- Sign off any action with senior management officer.

(To be recorded by organisation/club and shared with relevant staff and parents/ guardians / carers)

Date of accident:		Time of accident:	
Date reported:		Time reported:	
Name of injured child or young person:			
Date of Birth:		Gender:	
Address:			
Coach, Member or Volunteer in attendance:			
Accident reported by who:			
Location of accident:			
Details of injury:			
Nature and how accident happened:			
Did anyone witness the accident:	Yes	No	
Name/s of witnesses and contact details of witnesses:			

Cymdeithas Achub Bywyd o'r Môr Cymru Surf Life Saving Association of Wales

First aided involved <i>(please provide details)</i>		
Parents/carers notified if not present at time of accident:	Yes	No – why?
Parents/carers notified by whom and when:		
Form completed by:		
Recommended action to be taken / suggestions to prevent repetition of this accident occurring in the future : Refer to designated Person		
Name of designated person		
Recommendations actioned and by who.		
Signature:		

Has the young person returned to the organisation	Yes	No - why?
Signature of management representative:		
Print name:		
Role within organization?		

In the instance of this accident being related to a safeguarding incident please forward 1 copy of the completed form to safeguarding@slsaw.org.uk

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