



Boxing Scotland
Incident and Accident Reporting

_____ Boxing Club

Incident/Accident reporting procedure

In the event of an accident:

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying.
- If the injury is minor, alert your first aider to take appropriate action.
- If the injury requires specialist treatment, call the emergency services.
- 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.
- Contact the injured persons parent/carer
- Complete an incident/accident report form (see below)

Club Name	
Address	
Post Code	
Telephone No.	

Name of person in charge of session/competition:

Site where incident/accident took place:

Date of incident/accident:

Name and Address of injured person:

Nature of incident/accident and extent of injury:

Give details of how and where the incident occurred. Describe what activity was taking place e.g. training/getting changed.

Give full details of action taken during any first aid treatment and the name(s) of first aider(s).

Parent(s) / Carer(s)	YES		NO	
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Police	YES		NO	
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Ambulance	YES		NO	
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What happened to the injured person following the incident/accident? E.g. carried on with session, went home, went to hospital...

All of the above facts are a true record of the incident/accident

Signed: _____ Date: _____

Name: _____ Position: _____