

BROADSTONE FOOTBALL CLUB

It is now the policy of Broadstone Football Club that a procedure is introduced for the recording of accidents.

Please find this stated below.

All Managers will be issued with an 'Accident and First Aid Recorded Sheet Book', which contains individual sheets to enable the recording of Accidents.

Reporting Accidents

Depending on the environment in which you are coaching (eg leisure centre/club) it may be a requirement for you to produce a written record of any accident that occurs to you or anyone in your care. Even if this is not required, it is very good practice to keep your own records of accidents or illnesses. Unfortunately there is a developing culture of automatic litigation by people who are injured in such situations. Whether the litigation is justified or not, you should attempt to ensure that your recollections of the situation are in writing and stored safely.

In most venues there should be an accident book, in which all such accidents and injuries should be recorded and preferably witnessed. In addition to the Accident Book, you are required to complete an Accident Report Form, shown below are both sides of the record sheet.

The image shows two pages of an 'Accident and First Aid Record Sheet'. The left page has a green header with a white cross and the title 'Accident and First Aid Record Sheet'. It contains several text fields: 'Internal Ref', 'Name of person who suffered an accident', 'Job Title', 'Date of accident', 'Department', 'Time of accident', 'Place and reason of accident', 'Activity undertaken at time of accident', 'Details of any injury', 'Details of any treatment administered', 'Risk Assessment Required' (Yes/No), 'Further action taken', 'Signature of First Aider', 'First Name', 'Date', 'Position Held', and 'Date'. The right page is titled 'First Aid Record Sheet' and features a human silhouette. It includes checkboxes for 'Front' and 'Back' to indicate injury location, a list of injury types (Cut, Burn, Sprain/Strain, Bruise, Topical, Dislocation, Other) with corresponding checkboxes, and a section for 'Location of injury'.

You will notice that it is a standard commercial form not specific to youth injuries. Please insert the following details in the places provided:-

Internal Ref	01/05
Job Title	Team Played for
Department	Guardian Contacted
Risk Assessment Required	Yes = Action Required No = No Action Required

The general rules are as follows:

- Complete all sections legibly and trustfully.
- Get the contact details of everybody involved and any critical witnesses.
- Keep your own copy of the report.

A copy of the completed record sheet must be passed to the club secretary.