



**MIDDLESEX
CRICKET**

Middlesex Cricket - Accident reporting form

In the event of an accident, the following procedure should be followed by the club or organisation:

- Fill in 2 copies of the Accident reporting form for **ALL** accidents.
- Make contact with parents, guardians/carers
- One copy of form to incident book/folder (teams folder online).
- Forward 1 copy to designated person for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.
- Sign off on any action required from senior management officer.

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| Name of organisation: | |
| Coach in attendance: | |
| Address: | |
| Day time/ evening Tel. No: | |
| Email address: | |

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|-----------------------------|---------------|
| Injured person information: | |
| Name of injured participant | |
| Address: | |
| Date of birth: | |
| Gender: | Male / Female |

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|--|---|-------------------|--|
| Accident information: <i>(To be recorded by organisation/club and shared with relevant staff and parents, guardians/carers.)</i> | | | |
| Date of accident: | | Time of accident: | |
| Date reported: | | Time reported: | |
| Accident reported by who: | | | |
| Location of accident: | | | |
| Details of injury: | | | |
| Nature and how accident happened: | | | |
| Did anyone witness the accident: | Yes / No <i>(If Yes, state witness name/s and details below)</i> | | |

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| Name of witnesses: | |
| First aid involved: <i>(please provide details)</i> | |
| Parents, guardians/carers notified: | Yes / No <i>(If Yes, by whom and when below)</i> |
| Parents,guardians/carers notified by whom and when: | |
| Form completed by: | |
| Recommended action to be taken: | |
| Refer to designated Person's: | Yes / No <i>(If Yes, signature and name below)</i> |
| Signature: | |
| Print name: | |

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|---|----------|
| Has the participant returned to the organisation? | Yes / No |
| Signature of management representative: | |
| Print name: | |
| Role within organisation: | |

Reviewed 30.11.23

Next review Nov 2024