

BTA Accident report form (arf/bta/20.3.2011) 20.3.2011

This form is to be completed by all coaches or facilitators of club events when an injury has occurred. Please complete all sections:-

Date and time of incident

Name of person or people involved

Contact details of person/people involved

Circumstances surrounding the incident (including mechanism of injury/sudden or gradual onset)

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Equipment involved in the incident

Measures taken by coach or facilitator

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Follow up measures adopted or intended

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Lessons learned from incident

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Communication of the details to club committee (letter/phone/text message/e mail and date and time of communication)

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Communication of medical details to paramedics/Accident and Emergency department (including date/time and information given)

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