



1.3J GUIDANCE ON ACCIDENTS AND INCIDENTS

In the event of an accident/incident, church personnel should administer any necessary first aid in line with the consent of parents/carers and children. It may be necessary to inform a parent/carer immediately after an accident, e.g. a head injury. No child should go home after an accident without their parents/carers being informed of the accident.

All facts relating to any accident or incident should be recorded on the accident/incident report form (*1.3I Template 1*). If during a church activity, an accident/incident occurs off church premises, the accident/incident should also be reported to the management of that premises.



1.3J TEMPLATE 1: ACCIDENT/INCIDENT REPORT FORM

Name of group:

Name of group leader:

DETAILS OF PERSON(S) INVOLVED IN INCIDENT:

Name:

Age:

DETAILS OF INCIDENT: *Please state in your own words what happened.*

Date, time and location of incident:

Name(s) and address(es) of witness(es)

a:

b:

c:

Follow Up Action

Describe what action was taken (e.g. details of first aid, Garda or medical involvement).

Who undertook this follow-up action:

Signed by person reporting:

Date:

Position:

Countersigned by leader in charge of group:

Date: