

## Blandford RFC - Accident/Incident Report

Incident Title:					<b>Mandatory Information required *</b>
SECTION 1: DETAILS OF THE INJURED PERSON					
Surname *:		Forename *:		Gender *:	Male/Female
Date of Birth*:		Activity at time of Injury *:	Match/Training/Other	Status *:	Adult Player/Mini/Youth Player/Non Player
Club:					
Home Address *:	Line 1			Contact Number:	
	Line 2			email Address	
	Line 3				
	Town				
	County				
	Post Code				
SECTION 2: DETAILS OF REPORTING PERSON					
Surname *:			Forename *:		
Date of Report:			Relationship to Injured Person *:	Coach/Parent/Team Manager	
Contact Number:			email address:		
SECTION 3: ABOUT THE INCIDENT					
Incident Date;			Incident Time:		
Incident Location:					
Principle Condition:			Body Part Affected:		
			Side of Body Affected	Right/ Left/ Both	
Given First Aid			Taken to Hospital:		
Hospitalised for more than 24 hours:			Hospital:		

Summary of Incident:

What:

How;

Why:

**Notes on the completion of this form are detailed on Page 3**  
Once completed this form should be sent to the Honorary Secretary, Blandford RFC either by post to:  
2 Dashwood Close, Sturminster Newton, DT10 1PF  
or e-mail to [joypentney@outlook.com](mailto:joypentney@outlook.com)

## **NOTES for Completion:**

All required fields are marked with an asterisk (\*)

**Section 1:** The information required relates to the injured person

Gender: Delete the option which does not apply

Activity at Time of Injury: Delete the option which does not apply

Status: Delete the options which do not relate to the injured person

**Section 2:** The details of the person reporting the incident are required in this section.

Relationship to injured Person: Delete the options which do not apply

**Section 3:** Information including the injury sustained are to be recorded in this section

Principle Condition: Detail what type of injury occurred, i.e. Fracture, sprain, cut, concussion, dizziness etc

Body Part Affected: Identify which part of the body was injured, i.e. Head, leg, ankle, arm, multiple areas

Side of Body Affected: Right, Left or both deleting which does not apply

If the injured player was taken to hospital and admitted for 24 hour or more then the RFU Reportable Injuries Form must also be completed and forwarded to the Honorary Secretary. Note: Attending the Accident and Emergency Department of a hospital, does not constitute being admitted to hospital.

### **Summary of Incident:**

What: Detail the events leading up to the incident, explaining why the injured person was doing in the lead up to the injury

How: Explain the injury and any contributing factors

Why: Explain why the injury occurred, i.e. As the result of the scrum collapsing, high tackle, normal play just poor technique of players involved

**This form can also be utilised for any person not participating in a training or playing activity but is deemed to be within the confines of an Rea manned by Blandford RFC.**

**If used for a non-player ensure that in the Summary of the Incident should contain details of what activity the non-player was doing at the time of injury.**