



# ACCIDENT RECORD

## LAST UPDATED JULY 2021

This form should be used for recording accidents, sporting injuries and near-misses. All of these will be referred to as **accidents** on this form.

It is acknowledged that medical staff (i.e. Club Doctors / Physiotherapists) may have their own systems for recording injuries. Medical staff must still follow the Basketball England process for reporting serious accidents.

There are two reporting procedures;

1. Minor accidents
2. Serious accidents

Serious accidents are defined by Basketball England as;

- (i) Any injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there)
- (ii) Deaths during or within 6 hours of a game or practice session finishing.

### 1. Minor accidents;

- Deal with situation and administer First Aid where required.
- Contact emergency services / GP if required.
- Make contact with parents / guardians if person is Under 18.
- Complete the Accident Record for ALL accidents.
- Record in detail all facts surrounding the accident, witness' etc.
- One copy should be safely stored by the organisation in an agreed location.
- One copy should be sent to your organisation's Health and Safety nominated person for record keeping/action required.

### 2. Serious accidents;

Procedure is the same as for 'Minor accidents' but you must also inform the Safeguarding and Compliance Team at Basketball England. Email a copy of the Accident Record to [safeguardingbasketball@basketballengland.co.uk](mailto:safeguardingbasketball@basketballengland.co.uk) within 24 hours.

Please note - Organisations must also refer to the HSE guidance on reportable incidents. [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](#)

## ACCIDENT RECORD

<b>1. About the person who had the accident</b>			
Name:			
Role:	<i>Player / Official / Coach etc. (please specify)</i>		
Phone:		Email:	
Address:		DOB:	
Name of Team		Name of Coach	

<b>2. About the accident</b>			
Date:		Time:	
Location:		Type:	<i>Injury / Near miss etc. (Please specify)</i>
What happened before, during and after the accident?			
What were the nature of the injuries?			
Exactly where on the body was the injury?	<i>(Include detail of Left/Right)</i>		
What First Aid treatment was given?			
Have concussion guidelines been followed, if applicable?			
Ambulance called?		Hospital treatment required?	YES / NO
Were parents informed?	YES / NO	When and by whom?	

Did anyone witness this accident?	YES / NO <i>If yes, with consent, please provide their details</i>		
Name of witness:		Telephone number:	
Do you feel anything could be done to prevent this from occurring again?			YES / NO
If you answered yes, please provide details:			
Signature of injured person (if over 18):			

<b>3. About the person filling in this record</b>			
Name:			
Role:	<i>Player / Official / Coach etc.</i>		
Phone:		Email:	
Signed:		Date	

<b>4. About the First Aider</b>			
Name:			
Role:	<i>Player / Official / Coach etc.</i>		
Phone:		Email:	
Signed:		Date	

<b>5. To be completed by Club/Organisation Health and Safety nominated person</b>			
Name:			
Basketball England report completed?	YES / NO	Date submitted:	
Follow up required? Provide details.			
Have you notified your insurers?	YES / NO		
Signed:		Date:	

<b>6. To be completed by Basketball England Safeguarding and Compliance Team - Serious Accidents</b>			
Name:			
Reported to BE Medical Team?	YES / NO	Date reported:	
Follow up required? Provide details.			
Insurers notified?	YES / NO		
Signed:		Date:	

For further information please contact;  
[safeguardingbasketball@basketballengland.co.uk](mailto:safeguardingbasketball@basketballengland.co.uk)