



Aghaderg GAC & Ballyvarley HC CLG

Achadh Dearg-Bhaile an Mhéirligh

Aghaderg GAC & Ballyvarley HC, Scarva Road, Banbridge, Co. Down BT32 3QL.

GUIDELINES FOR MANAGING AND REPORTING ACCIDENTS / INCIDENTS

In the event of an accident the following procedure will be followed:

- Provide First Aid if required as per First Aid Training
- Contact parents/guardians in the event of all accidents
- Fill in the First Aid Treatment Log for all First Aid Treatment provided kept in Treatment Log Folder
- Complete an Incident/Accident Form for ALL accidents. Submit to Children's Officer for further action/filing with Secretary as necessary

For more serious accidents:

- Contact Emergency Services/G.P. if necessary
- Record detailed facts surrounding accident, witnesses etc.
- Complete Incident/Accident form as above
- All serious accidents should be reported through County Secretary to Croke Park

GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS

- Record all incidents reported or observed on an Incident/Accident form, forward to the Children's Officer, Roisin Keenan (contact by email)
- For allegations/incidents related to Child Protection issues, record on an Incident/Accident form and forward to Designated Person,
- Ensure confidentiality – a 'need to know basis'
- The Designated Person is responsible for report security
- Adhere to GAA Guidelines for Dealing with Allegations of Abuse

Witnesses (include contact details):

REPORTING OF THE INCIDENT TO CLUB/ASSOCIATION

Incident Reported to:	Date:
How was the incident/accident reported? e.g. using this form, in person, email, phone.	

FOLLOW UP ACTION

Description of actions to be taken:

CLUB/ASSOCIATION NOTES ONLY:



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INCIDENT/ACCIDENT REPORTING FORM

This form should be used for each occasion of

- Accidental fall/injury
- Aggressive behaviour
- Verbal abuse
- Destruction of equipment or property (or threats of)
- Physical assault (or threats of)

Name of person completing this form:
Role/Position of person completing this form:
Signature of person completing this form:
Date:

INCIDENT/ACCIDENT

Date and time of incident:
Name/s of person/s involved in the incident and their Clubs/Associations:
What activity was taking place when the incident occurred?
Description of incident:
What action, if any, did Club personnel take during or after the incident?