



## **Guidelines for Reporting Accidents**

In the event of an accident, the following procedure will be carried out:

- Fill in 2 copies of the Accident Form (2 Copies) for **ALL** accidents.
- Make contact with parents/guardians
- One copy of form to incident book/folder.
- Forward 1 copy to Designated person for record keeping/ action required.
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witness's etc.