

# TAE KWON-DO

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## Guidelines For Dealing With An Accident / Incident

Minor Accidents/Incident are where the person concerned did not require hospital/ secondary treatment or police assistance is not required.

Major accidents / incidents are where the person concerned required secondary treatment or police assistance was required.

Major accident / incidents also include any situation that you feel you need assistance with or feel the Club Health and Safety Officer / Child Protection Officer need to know about quicker than identified in the above minor accidents / incidents section.

Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?

Listen to what the injured person is saying.

If the injury is minor, alert your first aider to take appropriate action.

If the injury requires specialist treatment, call the emergency services.

Deal with the rest of the group and ensure that they are adequately supervised (cancel the remainder of the session if necessary).

Do not move someone with major injuries. Wait for the emergency services.

Contact the injured person's parent/carer.

Complete an incident/accident report form.

Complete the Accident / Incident Report Form at the scene of the accident / incident ensuring that all sections are filled in and signed.

Keep the original of the Accident / Incident Report Form at the club. In addition to this a copy of the form should be sent to the association head office within 48 hours of the accident or incident occurring. The Association Health and Safety Officer will forward a copy to the BTC Insurance Officer if required.

If the accident / incident involves a child / young person, ensure the parent / carer is advised of the details as soon as possible or at the end of the activity / training session. If relevant, contact the Association and BTC Child Protection Officers as described in the BTC Child Protection Policy using the Incident Referral Report Form.