



Accident/Incident Reporting Procedure

Kilcoole AC is committed to encouraging its members to participate in and enjoy athletics in a safe and secure environment where the emphasis is on enabling members to reach their potential.

An accident/incident is defined as an event where harm comes to a Member of Kilcoole AC during official events organised by Kilcoole AC or events in which Kilcoole AC participate in including training, racing and other social events. This procedure does not cover routine injuries that occur and are a part of the risk of participating in the sport of athletics.

Where an accident or incident occurs Kilcoole AC, its coaches, officials and volunteers will adhere to the procedure set out below:

Where an accident/incident occurs involving a minor

- Where an accident/incident occurs involving a minor it will be brought to the immediate attention of the Child Welfare Officer who must be present at all official events organised by Kilcoole AC. The current CWOs for Kilcoole AC are:
 - Darragh Page – 086 8848817 – darraghpage@gmail.com
 - Claire Lauder – 086 0467394 – clairelauder@hotmail.com
- The CWO will immediately contact the child's parent/guardian and advise them that an accident/incident has occurred and advise them of the accident/incident. The parent/guardian will be asked to come to the location that the accident/incident has occurred or if this is not possible to send an appropriate guardian.
- If the accident/injury requires immediate medical attention the CWO will bring this to the attention of the First Aid Officer who will assist. If the injuries sustained appear to be serious the FAO will contact the emergency services.
- The CWO will remain with the child until the parent/guardian or the emergency services have taken charge of the situation.
- Once the parent/guardian has assumed responsibility of the child the CWO will speak to witnesses of the accident/incident.
- The CWO will complete an Accident/Medical Emergency Form (see Appendix 1).

Where an accident/incident occurs involving an adult

- Where an accident/incident occurs involving an adult it will be brought to the immediate attention of the Chairman/Vice Chairman or designate. These are currently:
 - John O'Toole – Chairman
 - Seamus Waters – Vice Chairman

- If the accident/injury requires immediate medical attention the Chairman/Vice Chairman will bring this to the attention of the First Aid Officer who will assist. If the injuries sustained appear to be serious the FAO will contact the emergency services.
- The FAO will remain with the injured party until the the emergency services have taken charge of the situation or the injured party is assessed as being physically satisfactory.
- The Chairman/Vice Chairman will complete an Accident/Medical Emergency Form (see Appendix 1).

Appendix 1

ACCIDENT/MEDICAL EMERGENCY REPORT FORM FOR CHILD/YOUTH

Kilcoole Athletic Club
FOUNDED 1970



Date and Time of Accident:	
Name of Child/Youth/Adult:	
Age:	
Address/phone of child/youth/adult:	
Location of Accident:	
Parent/Guardian (if child/youth):	
Parent/Guardian Notified (if child/youth):	
Name of persons who witnessed the accident:	
Description of accident:	
Signature of person making the report:	
Date	