



I.K.K.A Jersey Kenpo Karate
Roy Macdonald's Kenpo Centre of Excellence
Fort Regent



Accident reporting form

In the event of an accident, the following procedure should be followed by the club or organisation:

1. Fill in 2 copies of this form for **all** accidents.
2. Make contact with parents / carers.
3. Add 1 copy of form to incident book / folder.
4. Forward 1 copy to designated person for record keeping / action required.
5. Contact emergency services / GP if required.
6. Record in detail all facts surrounding the accident, including witnesses, etc.
7. Any further action.
8. Sign off on any action required from senior management officer.

Contact information – responsible adult

Name of instructor in attendance	
Address	
Contact number(s)	
Email	

Injured person information – child / young person

Name				
Address				
Date of birth				
Gender ¹	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>



I.K.K.A Jersey Kenpo Karate
Roy Macdonald's Kenpo Centre of Excellence
Fort Regent

Has the child / young person returned to the organisation following the accident?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Accident information		
Date of accident		Time of accident
Date reported		Time reported
Who reported the accident?		
Location of accident		
Details of injury		
How the accident happened		
Did anyone witness the accident?	No <input type="checkbox"/>	Yes – please give name(s) and details of witness(es) <input type="checkbox"/>
Was first aid involved?	No <input type="checkbox"/>	Yes – please give details <input type="checkbox"/>
Have parents / carers been notified?	No <input type="checkbox"/>	Yes – please state by whom and when <input type="checkbox"/>
Recommended action to be taken		
Referred to designated person(s)?	No <input type="checkbox"/>	Yes – please have them sign declaration at end <input type="checkbox"/>
Form completed by (print your name)		
Your signature	X	



I.K.K.A Jersey Kenpo Karate
Roy Macdonald's Kenpo Centre of Excellence
Fort Regent



Declaration – designated person	
Signature of management representative	x
Print name	
Role within organisation	
Today's date	

