

**Injury and Incident Report Form**

* This form is to be used to record and report significant injuries and incidents for the Upper Ferntree Gully Cricket Club.
* It should be completed at the time of (wherever possible) or within 24 hours of the incident occurring – or becoming aware of the incident occurring.
* It should be submitted to the Junior Coordinator or Club President as relevant – who are to forward a copy to the Club Secretary.
* A record of all incidents will be maintained by the Club Secretary.

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| **Injury / Incident Details** | | | |
| **Day, Date and Time** |  | | |
| **Activity / Event where it occurred** |  | | |
| **Location** |  | | |
| **Person/s Involved (including club if not UFTGCC)** |  | | |
| **Description of Injury / Incident**  (Injuries: diagram overleaf can be used if required) |  | | |
| **Immediate Treatment / Action Taken** |  | | |
| **Follow Up Treatment / Action Taken – if relevant** |  | | |
| **Injury / Incident Reported To** |  | | |
| **Details of Person Completing Form** | | | |
| **Name & Role** |  | **Phone Number** |  |
| **Signature** |  | **Date** |  |
| **Body location of injury (indicate location of injury on the diagram)** |  | | |
| **Additional Notes (if required)** |  | | |