

Incident Guidelines

All incidents which require medical assistance must be reported to National Office using the Incident Report form (F07/11). This is available to download from www.airc.ie.

In the event of an incident, please follow these guidelines:

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert the first-aider who should take appropriate action for minor injuries.
4. In the event of an injury requiring specialist treatment, call the emergency services.
5. Do not move someone with major injuries. Wait for the emergency medics.
6. Complete an incident report form (F07/11) to include statements from any witnesses. It should include the following:
 - a. Contact information of the:
 - i. Injured party
 - ii. Event organiser
 - iii. Safety officer and stewards
 - iv. Witnesses
 - v. Judge(s) (if it occurs in a competition arena)
7. Where possible, take photographs of the scene where the incident occurred once the injured person has been moved. This is very important and should be carried out where possible.
8. Return the Incident report form (F07/11) along with any photographs to National Office as soon as possible after the event and ideally no longer than 14 days after the incident.

Please contact National Office with any queries you may have on the above.