

Incident/Accident Report Aide Memoire

The purpose of this document is to assist a Group Leader (GL), County Commissioner (CC) or Provincial Commissioner (PC) to complete the Scouting Ireland Incident/Accident report form in full.

Please Note:

- The GL, CC or PC **is not** required to carry out an investigation into the incident or accident. This document is to assist the GL, CC, or PC in ensuring all reports are completed in full.
- Any additional information that is not noted on the form should be reported to National Office.

Please check the incident/accident form to ensure the following:	Yes ✓	No ✗
All fields should be filled out.		
An adequate description of the incident/accident is recorded (no opinions)		
An adequate outline of injuries sustained (if any) is noted		
Names and addresses of ALL witnesses are recorded		
Where a person receives medical treatment witness statements should be taken (<i>This may be a single statement but agreed by every witness who signs</i>). The Group Leader, County Commissioner or Provincial Commissioner should encourage each witness to give his/her recollection of the incident/accident (all factual information)		
Encourage appropriate Scouter to maintain contact with the parents/guardians of the Scout/Injured person (no admission of liability)		
Check to ensure that if any Scouter affected by the incident that s/he gets appropriate help		
If photographs were taken, ask for these to be submitted to National Office		
Ensure the form is signed by Person in Charge		