

ACCIDENT REPORT CHEAT SHEET



1) Treat the injury or assist/document the injury as an Athletic Trainer or Emergency Services does.

**Make sure to note times in order to write those on the accident report later!*

2) Get the “essentials” on the Accident Report form.

Injured Person’s Info - What is their name? What is their phone number?

Dates/times - Of injury, of treatment, of completing form,
calling police/EMS, time police/EMS arrived

Accident Description - Of the accident from the injured person

Location - Where did the accident occur?

Injury - Type and location, consciousness, side of body, and return to play

First Aid Description - What care was given to the injured person?

**Don’t forget to have the injured person sign the Accident Report form!*

3) After getting the essentials, COMPLETE the rest of the form at your next chance, even if that is after the game or event is over.

4) Make sure to get a witness signature if someone saw you provide first aid to the person.

5) Turn Accident Report form in at the end of the event.

Injuries Requiring Urgent Care or Emergency Room Visit

If a participant is injured and requires a trip to urgent care or an emergency room as a result of their injury, collect the following information from them before they leave. After notifying the on call staff member of the injury, **text** them the following information.

Name of Injured Person

Brief Injury Description

What urgent care or ER will the injured person be going to?

Who is taking the injured person?

Will the driver be staying with the injured person?

Driver’s Cell Phone Number