



TAEKWONDO COUNCIL UK

Guidelines for Dealing with an Accident/Incident

In the event of an accident or incident, it is crucial to respond appropriately and efficiently to ensure the safety and well-being of all individuals involved. Below are guidelines to follow for both minor and major accidents/incidents:

Minor Accidents/Incidents (No Hospital or Police Assistance Required):

- Stay calm and act swiftly while assessing the situation. Ensure there is no danger of further injuries.
- Listen attentively to what the injured person is saying.
- If the injury is minor, promptly inform your designated first aider to take appropriate action.
- For minor injuries, follow the first aid protocols established within your club.

Major Accidents/Incidents (Hospitalisation or Police Assistance Required):

- Stay calm and act swiftly while assessing the situation. Ensure there is no danger of further injuries.
- Listen attentively to what the injured person is saying.
- In cases where the injury requires specialist treatment or if there is a need for police assistance, immediately call the emergency services (dial the appropriate emergency number).
- Prioritise the well-being of the rest of the group. Ensure they are adequately supervised. If necessary, consider cancelling the remainder of the session to address the situation effectively.
- Do not attempt to move someone with major injuries. Wait for the arrival of the emergency services.
- Contact the injured person's parent/carer promptly to inform them of the situation.
- Complete an incident/accident report form, documenting all relevant details.

Completing the Accident/Incident Report Form:

- Fill out the Accident/Incident Report Form at the scene of the accident/incident. Ensure that all sections are accurately filled in and signed.
- Retain the original of the Accident/Incident Report Form at the club for your records.
- If necessary, provide a copy of the form to the International TaeKwon-Do Council Insurance Officer for insurance purposes.

Involving Children/Young Persons:

- If the accident or incident involves a child or young person, ensure that their parent or carer is informed of the details as soon as possible or at the conclusion of the activity or training session.
- If the incident relates to safeguarding concerns, promptly contact the TAE KWON DO COUNCIL UK Safeguarding Officers as outlined in the TAE KWON DO COUNCIL UK Safeguarding Policy. Utilise the Incident Referral Report Form for this purpose.

These guidelines are designed to ensure a swift and effective response to accidents and incidents within our club while prioritizing the safety and well-being of all participants. Your adherence to these procedures is essential in maintaining a safe and secure environment for everyone involved in Taekwondo activities