

Lupine Adventure: First Aid, Accidents, and Near Miss Report

(Please use a **BIRO** to complete this form, not a pencil or 'map pen')

What are you reporting? Tick the relevant box and provide the info asked for.

- Tick Bite (fill in section 1 and 2):
All Tick bites must be reported using this form.
- Minor First Aid/Advice Given. Examples of things that should be recorded are blisters, minor sun burn, minor cuts/scratches.
- Accident/First Aid Administered. Examples of things that should be recorded are burns, cuts, twisted ankles, heat exhaustion, vomiting.
- Near Miss (fill in section 1 and 3):

Section 1 – Participant details

Activity & Client:..... Your name:.....

Date of incident: Name of participant:.....

Age of participant:..... Group:

If under 18 was their parent/guardian informed? Yes / No

Section 2 – First aid administered & accidents

Describe the issue and cause, First Aid administered, medication offered, actions you took, advice given and, if relevant, location, weather conditions, time of day, witnesses.

Section 2 – Continued

If the participant is under 18 years old you must consult the Course Director or Job Organiser to see if parents/guardians need to be informed.

Section 3 -Near Misses: “an event that does not cause harm, but has the potential to cause injury or ill-health”.

Give a brief description of what happened: what, where, when, weather conditions, who was involved, witnesses. The Health and Safety officer will follow this up with you.

Office Use Only

Reviewed by Health & Safety Officer:

Date:

Action required (report to MC, DofE, Risk Assessment review, Update staff record, RIDDOR report needed?):