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# Accident and Incident Policy

*For the All England Taekwon-Do Association*

## Introduction

Accident and incident policies in Taekwon-Do are essential for the safety and well-being of its members. The All England Taekwon-Do Association ensure all their competitions and major events take place with a qualified first aid representative in attendance.

### 1. Reporting Procedures

Accidents or incidents should be reported to an instructor, coach, assistant or club official immediately.

### 2. Medical Assistance

The injured individual should be given immediate medical attention by a qualified first aider and parent/ carer should be contacted if the injury is more serious or the student is considerably distressed. Where necessary contact the emergency services. You must also ensure a parent/carers is notified at this point.

### 3. Documentation

All clubs must record and document accidents and incidents. This information must be stored securely and in keeping with GDPR & data protection. When documenting an accident / incident you must include information such as name, date, time, location, individuals involved, the nature of the incident and signatures from adult/parent/carers on the accident form.

### 4. First Aid

There must be at least one qualified first aider in attendance at all classes, events etc to ensure immediate medical attention can be given to the injured party. First aid supplies must be adequately stocked and present at all classes & events. These supplies must be stock and date checked by the designated first aider.



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## 5. Investigation

Protocols for investigating incidents to determine their causes and prevent future occurrences must take place. This may require working in partnership with your safeguarding or welfare officer. This may also involve reviewing security footage, interviewing witnesses, or consulting with medical professionals. Risk assessments must be reviewed or a new relevant risk assessment put in place to minimise future accidents or incidents.

## 6. Communication

Procedures for notifying affected parties such as parents or guardians in the case of under 18's, must be in place and keeping them informed about the situation and any follow-up actions. This also applies to communicating with senior students or members.

## 7. Follow-Up Actions

It is imperative to work in partnership with the Safeguarding team to ensure the implementation of corrective actions or changes to club policies or procedures based on the findings of incident investigations.

## 8. Preventive measures

Following and implementing the Health & Safety Policy will promote a safe physical environment and help prevent or limit accidents and physical harm.

## 9. Insurance Coverage

All relevant insurance policies should be in place and all clubs and instructors must be aware of the criteria surrounding the terms of their insurance so as to ensure the insurance policy is always valid.

## 10. Legal Considerations

The All England Taekwon-Do Association will ensure that their policies align with any local, regional, or national laws and regulations regarding sports club safety.

*Concerns can be raised and reported at [safeguarding@aeta.uk](mailto:safeguarding@aeta.uk)*

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