

Notification of Accident or Incident



This form should be completed by an adult member of Girlguiding as soon as possible after an accident or incident. Please complete the whole of the form and attach any relevant witness statements, forms or documents. This is not an insurance claim form - it is purely for notification. Please keep a copy of the form until receipt is acknowledged by HQ and then safely destroy it in line with GDPR.

If you have any queries about this form, please contact the Girlguiding insurance department via email insurancesupport@girlguiding.org.uk or via the helpline on 0845 260 1053

Injured person

Name _____ Membership number _____

If the injured person is not a Girlguiding member, please provide their details below.

Date of birth _____

Address

Telephone number _____ Email address _____

Next of kin (if injured person is under 18)

Name _____

Relationship to injured person _____

Contact details

Leader

Name _____ Membership number _____

Level name _____ Level number _____

Accident details

Date and time of accident/incident _____

Event _____

Activity

Has a risk assessment been completed prior to the activity taking place? Yes No

Location (address and contact person)

Size of group _____ Number of adults supervising _____

Was this a joint activity with the Scout Association? Yes No

Description of accident/incident

Please give a full description of the accident or incident, including the cause.

Type of injury _____

Treatment given (first aid, hospital etc)

Address of hospital or doctor if applicable

Result of injury (hospital stay etc)

Signature of Leader

I understand and give explicit consent that the information I provide about myself and others named in this Notification, including any sensitive information such as health records, will be retained securely and will be shared with Girlguiding's insurers.

Signature _____ Date _____

Please send the completed form to:

Insurance Department, Girlguiding, 17-19 Buckingham Palace Road, London SW1W 0PT

Tel: 0845 260 1053

Email: insurancesupport@girlguiding.org.uk