



Privileged information which may be used in litigation.

## **Accident Report for LearningQUEST**

### **Instructions:**

If an accident occurs at a LearningQUEST event, it is important to record as much information as possible as to what occurred. Consider the following items:

Description of site (e.g. loose gravel, liquid on floor, status of persons shoes)

Actions of participant that might have contributed to the incident. (e.g. Did they wander off the path, slipped on wet foliage)

Statements made by participants (e.g. I'm okay, I don't need to go to ER)

Who are the witnesses and any direct statement of witnesses.

Take photographs if possible.

What action was taken. (e.g. Taken to ER, put bandage on cut).