



Notification of Accident or Incident

This form should be completed by an adult member of Girlguiding UK as soon as possible after an accident or incident. Please complete the whole of the form and attach any relevant witness statements or documents. This is not an insurance claim form - it is purely for notification. Receipt will be acknowledged, and an expenses form will be issued if any costs have been incurred.

Please keep a copy for your records and return the original to the address overleaf. If you have any queries about this form, please call Girlguiding UK's insurance helpline on 0845 260 1053 and press option 1 for Membership Support Services.

Injured person

Name _____ Registration number _____

If the injured person is not a Girlguiding UK member, please complete the 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 _____ Registration number _____

Level name _____ Level number _____

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Accident details

Date and time of accident/incident _____

Event _____

Activity

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 the Association's Insurers.

Signature

Date

Please send the completed form to:

Membership Support Services, Girlguiding UK, 17-19 Buckingham Palace Road, London SW1W 0PT
Tel: 0845 260 1053 Email: insurancesupport@girlguiding.org.uk