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| **When first aid has been administered to a person during a Metros training session or an event a First Aid Record of Incident Form must be completed and emailed to** [**metroschair@gmail.com**](mailto:metroschair@gmail.com) **and copied to the** [**current chair person**](https://metros.org.uk/contacts/)**. This is to have an official record in the case of any follow up to an incident by either medical personnel or legal representatives and is in the interest of both the casualty and the first aider.**  **If in doubt as to whether a form is necessary, complete one anyway.** |

**First Aid Record of Incident**

|  |  |
| --- | --- |
| Date |  |
| Place |  |
| Time |  |
| Name of casualty |  |
| Nature of incident |  |
| Injury |  |
| Symptoms |  |
| First Aid administered |  |
| Name of First Aider |  |