



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)
500 Dedham Avenue
Needham, MA 02492-2699

Tel: (781) 455-7550

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Recorded Community Information – (781) 444-7212

ACCIDENT AND INCIDENT REPORTS

The Needham Park and Recreation Commission needs to track data on use of its fields, including any accidents, medical concerns, and other issues related to the use of the fields. It is important for all groups to share this information with the department in a timely manner.

The *Accident and Medical Issues* form is to be used for any concerns related to the health of athletes, coaches and spectators. If someone is injured due to a condition at a field, it is important for that information to be reported as soon as possible. Examples: abrasions, concussions, broken bone.

If there is a medical concern that is not related to an injury, it is also important to report that information. Examples: heat exhaustion, asthma or allergic reaction.

The *Incident Report* is for other issues that are field related but not specific to the immediate health problems. Examples: vandalism, broken bench, fence problem, trash.

Please make sure your league officials are copied on any form that you fill out, and return completed forms to me ASAP. They can be faxed to Park and Recreation at (781) 453-2510 or e-mailed to pcarey@needhamma.gov

Thank you for your assistance – and let's hope that we won't need to use too many forms!!