

## APPENDIX 2: HOW TO RECORD THE EFFECTS OF THE ACCIDENT (TO SEND TO THE CLAIMANT UPON INSTRUCTION)

WHAT TO RECORD – IDEALLY HAVE A DIARY EXCLUSIVELY FOR THE PURPOSE OF RECORDING EFFECTS OF THE ACCIDENT – THIS CAN BE A DIGITAL OR A PAPER DIARY

- Where relevant take photographs of where the accident occurred
- Where possible take clear photographs of the injuries retaking photographs as the injuries change in appearance. If you are able, creating a photographic diary of the injuries and your symptoms as/when they change will be helpful. In particular note the pain relief taken on each occasion.
- Ensure each photograph is dated (using free apps such as Timestamp dates the photograph enabling the photograph to be easily identified when submitting to court avoiding confusion).
- It is also helpful to have a separate folder purely for the accident photographs so that you are not having to scroll through your library of photographs to find the photographs relating to your accident.
- Keep a diary of time taken off work as a result of the accident.
- Record time off work for appointments associated with the accident
- Record when you returned to work and any adjustments required as a result of the accident
- Record whether your performance at work was affected and how
- Keep a note of any changes in your income as a result of the accident
- Keep a daily diary of effects of the accident, noting for example
  - Changes in your ability to carry out your daily duties such as cooking, household chores etc.
  - Keep notes on effects on you – disturbed sleep noting reason why (eg pain in leg), difficulty eating (noting changes to your diet etc also), physical psychological, social effects on your daily life.
  - Changes in your social life – regular hobbies, going to the gym, meeting up with friends and family, going to church for example
  - Make a note of missed events – holidays, birthdays, theatre shows, weddings etc noting financial losses that have occurred as a result
  - Make a note of any other effects – it is better to write it down and it not be needed than trying to recall from memory at a later date!
- Keep a folder where you store receipts for expenses associated with the accident, such as pain killers, parking receipts, travel expenses etc