



## **Accident and Emergency Guidance**

### **In the event of an accident or emergency**

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying
- If the injury is minor, alert your first aider to take appropriate action
- If the injury requires specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries - wait for the emergency services
- Contact the injured person's parent/carer
- Complete an incident/accident report form

### **First aid kit contents include**

- A guidance leaflet
- Assorted plasters
- 1 large sterile first aid dressing
- 2 medium sterile first aid dressings
- 1 sterile eye pad
- 1 sterile burns dressings
- 10 gauze swabs
- Sterile wound cleansing wipes, burn gels and eye/wound
- 2 triangular bandages (individually wrapped)
- Conforming bandage
- Safety pins
- Scissors
- Disposable gloves
- 1 disposable instant ice packs
- 1 reusable ice pack (located in fridge)

First aid kit is checked every 3 months for contents and expiry dates

### **Reporting of accidents/accidents**

On witnessing an accident or incident, please ensure you complete an accident report form and hand to a member of the committee. Forms are located in the accident/incident folder located in the clubhouse.

### **Accident/emergency contact information**

See first aid notice