



Littleover Tennis Club

Club Manual

Section 3 – Policies and Procedures

3.2.5 Accident and Emergency Procedure

This procedure explains what to do if there is an accident, injury or other emergency on the Club premises.

Guidelines for dealing with an incident/accident

- 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 a first-aider (if present) to take appropriate action.
- If the injury requires specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure they are adequately supervised.
- Do not move someone with major injuries – wait for the emergency services.
- Contact the injured person’s parent/carer.
- Complete a *3.4.2 Incident / Accident Report Form*.

The *3.4.2 Incident / Accident Report Forms* can be found in a folder next to the first-aid box at the back of the bar. This should be completed in full and then passed on to the Secretary, or another member of the Committee, to ensure that it is officially recorded and any necessary action is taken.

When calling emergency services, your location is:

Littleover Tennis Club
40, Eastwood Drive,
Littleover,
Derby
DE23 6BN

Accident/emergency contact information:

Nearest Accident and Emergency Department (0.5 mile):
Royal Derby Hospital
Uttoxeter Road
Derby
Derbyshire
DE22 3NE
Tel: 01332 340131

For advice about injuries or accidents of a less severe nature:

Call NHS 111

Police or Ambulance Emergency Rapid response needed:	999	e.g. Person badly injured, person feels threatened, intruder about to damage property etc.
Police Non-emergency Rapid response NOT needed:	101	e.g. Report attempted break-in, report damage to property etc.



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List of qualified first-aiders:

The information below is being provided as a guide and has been taken from the St. Johns Ambulance Approved Code of Practice. There is no mandatory list of materials that should be kept in a First-Aid box but the Approved Code of Practice gives guidance on the minimum content that should be made available where no special risks are involved.

First-aid contents

- A guidance leaflet
- 20 adhesive dressings (individually wrapped and assorted sizes)
- 2 sterile eye pads
- 6 triangular bandages (individually wrapped and sterile)
- 6 medium sterile wound dressings (individually wrapped and un-medicated)
- 2 large sterile wound dressings (individually wrapped and un-medicated)
- 6 safety pins
- Disposable gloves
- In addition, St. John Ambulance recommends eye wash, burns treatment, resuscitation masks and cold packs as possible additions

First-aid containers

- Keep clean and free from dust
- Protect contents from damp
- If possible, make accessible, preferably located near to hand washing facilities
- Should be green with a white cross
- Examine regularly and restock after use
- Discard out-of-date items
- Keep a sufficient supply

Also provided

- Ice packs

If you notice supplies in the First-aid Box are running low ...

Please contact **Dave Chilvers**

OR

Email: littleover.tennis@ntlworld.com

Please ensure that a copy of this procedure is posted on the notice board in the Clubhouse.