



## Guidelines for dealing with an 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 no first aider is present identify the most suitable person present to take appropriate action
- If the injury requires specialist treatment, call the emergency services
- Do not move someone with major injuries. Wait for the emergency services
- Deal with the rest of the group and ensure they are adequately supervised
- Contact the injured person's parent/carer
- Complete an accident report form. Copies are on the notice board in the kitchen near the first aid supplies. Completed forms can be left in the suggestion box or given to a committee member. It is essential that this is completed if any items from the first aid supplies are used.

### First Aiders

**Craig Sherratt**

**Teresa Smith\* / Andrea Simmons\*** (\*Responsibility for replenishing the first aid supplies)

### Full address / contact details of the club in case of an emergency

<b>Club Name</b>	Mansfield Lawn Tennis Club
<b>Address</b>	Pheasant Hill, Mansfield, Nottinghamshire
<b>Post code</b>	NG19 7AL
<b>Telephone no.</b>	There is no landline telephone facility within the clubhouse