



## Accident and Emergency Guidance

- 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 requires specialist treatment, call the emergency services on 999 or 112
- Do not move someone with major injuries – wait for the emergency services
- If the injury is minor, take appropriate action (do not exceed your capabilities). If no first aider is available, you may have to use the minor injuries unit (details displayed beside first aid box)
- Deal with the rest of the group and ensure that they are adequately supervised
- Contact the injured person's parent/carer
- Complete an accident/incident report form – these are available in First Aid Box.

### First aid supplies:

- Keep containers clean and free from dust
- Protect contents from damp
- If possible make accessible, preferably located near to hand washing facilities
- Containers should be green with a white cross
- Examine regularly and restock after use
- Discard out of date items
- Keep a sufficient supply – Monthly routine check in progress by committee member, form available in First Aid Box

Don't forget to record any accident/incident in an accident/incident report form, which can be found in the First Aid box. This should be completed in full and then passed on to a member of the committee or emailed to [montrosetennisclub@gmail.com](mailto:montrosetennisclub@gmail.com), to ensure it is officially recorded and any necessary action is taken.

★ **Accident / emergency contact information displayed beside First Aid Box located in Kitchen**

★ **LOCATION OF FIRST AID SUPPLIES / FACILITIES - Tennis Club Kitchen**