



## **Stepps Lawn Tennis Club Accident and Emergency Guidance**

Outlined below are some suggestions to be considered when dealing with an accident/incident.

- 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, if available, 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 spouse/partner/parent/carer/guardian.
- Complete and submit an Accident/Incident Report Form ( see below).

This information is being provided as a guide. There is no mandatory list of materials that should be kept on a First Aid container but the Approved Code of Practice gives guidance on the minimum content that should be made available where no special risks are involved.

- 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. Note – no creams, lotions, medicines or tablets are permitted.

For 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- Discard out of date items.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.

Don't forget to record any accident/incident in an Accident/Incident Report Form, which can be found in the clubhouse or online at clubspark/SteppsLTC/Club Policies. This should be completed in full and then passed on to a member of the committee or emailed to [welfareofficersteppstennis@gmail.com](mailto:welfareofficersteppstennis@gmail.com) or [presidentsteppstennis@gmail.com](mailto:presidentsteppstennis@gmail.com) to ensure it is officially recorded and any necessary action can be undertaken.