

**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