

Policy 012 – Accident and Emergency Policy

Introduction

1. In the event of an accident or an emergency members should:
 - a. Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
 - b. Listen to what the injured person is saying
 - c. If the injury is minor, alert a first aider to take appropriate action
 - d. If the injury requires specialist treatment, call the emergency services
 - e. Deal with the rest of the group and ensure that they are adequately supervised
 - f. Do not move someone with major injuries - wait for the emergency services
 - g. Contact the injured person's parent/carer
 - h. Complete an incident/accident report form

2. A suitable first aid kit shall be kept in the club house. The suggested contents list 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 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. A guidance leaflet
 - b. 20 adhesive dressings (individually wrapped and assorted sizes)
 - c. 2 sterile eye pads
 - d. 6 triangular bandages (individually wrapped and sterile)
 - e. 6 medium sterile wound dressings (individually wrapped and un-medicated)
 - f. 2 large sterile wound dressings (individually wrapped and un-medicated)
 - g. 6 safety pins
 - h. Disposable gloves

3. 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.

4. First aid containers shall be:
 - a. Kept clean and free from dust
 - b. Protected from damp
 - c. If possible make accessible, preferably located near to hand washing facilities
 - d. Marked green with a white cross
 - e. Examined regularly and restock after use
 - f. Checked regularly so out of date items can be discarded

5. Members should inform a member of the committee as soon as practical, to ensure it is officially recorded and any necessary action is taken.

Accident/emergency contact information

6. Nearest Accident and Emergency Department: RVI 01912336161

7. For advice about injuries or accidents of a less severe nature, please call:

- a. Emergency. 999
 - b. Non emergency 111
8. On witnessing an accident or emergency, please ensure you complete an accident report form and hand to a member of the committee.

Review

9. This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy was reviewed by Dan George (Club Secretary):

This Policy was approved by James Mackay (Club Chairman):