

Accident and Emergency Guidelines

This information is being provided as a guide and has been taken from the St Johns Ambulance Approved Code of Practice.

When dealing with an accident or 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 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:

There is a first aid kit mounted on the wall in the toilet. Toilet access is by keycode – which all members should have.

Nearest Minor Injuries Clinic:

Abingdon Community Hospital
Marcham Road,
Abingdon,
Oxfordshire, OX14 1AG
Tel: **01865 904346**

Nearest Accident and Emergency Department:

John Radcliffe Hospital
Headley Way, Headington
Oxford OX3 9DU
Tel: **0300 304 7777**

For advice about injuries or accidents of a less severe nature, please call: NHS 111

Reporting accidents / incidents:

Don't forget to record any accident/incident in an accident/incident report form, which can be found on the notice board and next to the first aid boxes. This should be completed in full and then passed on to a member of the committee, to ensure it is officially recorded and any necessary action is taken.

Qualified first aiders:

The club has various qualified first aiders will assist in the event of an incident if available at the club. However, these individuals are not available on call out. If no first aider is present then please contact the emergency services or attend the Abingdon Community Hospital as appropriate.

Contents of the first aid kit

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.