

GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

If an incident/accident occurs during club activities:

- ❖ Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- ❖ Listen to what the injured person is saying.
- ❖ Alert the First Aider (at main reception) who should take appropriate action for minor injuries.
- ❖ In the event of an injury requiring specialist treatment, call the emergency services.
- ❖ Check the medical forms to check for the medical information, allergies, etc.
- ❖ 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 medics.
- ❖ Contact the injured person's Parent/Carer.
- ❖ Complete an incident/accident report form/book. The form should be completed by the main person who dealt with the incident.
- ❖ If appropriate, collect and collate statements from witnesses.
- ❖ Completed forms should be forwarded to the Coach/Junior Co-ordinator to be kept safely for record.