



Guidelines for Dealing with an Incident or Accident

Guidelines

- 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 who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment call the Emergency services (999 or 112 – faster from a mobile)
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries. Wait for the arrival of the emergency services
- Contact the injured persons parent / carer
- Complete an incident / accident report form (copies attached and also available in the clubhouse at Fifth Road or downloadable from the web-site www.newburyac.org.uk)
- The completed report should be sent to the club secretary for filing