

Guidelines for dealing with an incident/ accident

- 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 First
 Aid Kit is located in the Pavillion behind the bar. Additional kits are
 located in changing rooms
- In the event of an injury requiring specialist treatment, call the emergency services see useful numbers below.
- 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.

<u>Useful phone numbers</u>:

| Emergency | 999 |
|---------------------------------------|---------------|
| Odiham Cottage Hospital | 01256 393600 |
| Odiham Health Centre | 01256-702371 |
| NHS Direct Helpline | 0845 4647 |
| North Hampshire Hospital, Basingstoke | 01256 473202 |
| Police | 0845 045 4545 |