

**GUIDELINES FOR DEALING WITH INCIDENTS AND ACCIDENTS**

* The nearest **Accident & Emergency Department** is at Royal Berkshire Hospital,

Craven Road, Reading, **RG1 5AN**

or **Minor Injuries**, West Berkshire Community Hospital, London Road, Thatcham, Berkshire **RG18 3AS**

* 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 qualified First Aider who should take appropriate action for minor injuries
* In the event of an injury requiring specialist treatment, call the emergency services on **999**
* Deal with the rest of the group and ensure that they are adequately supervised and safe
* Do not move someone with major injuries. Wait for the emergency services
* Contact the injured person's parent / carer / guardian
* Complete an Incident / Accident Report Form, and give to Club Welfare Officer
* **Defibrilator** located on outside pavilion wall – dial **999** and follow their instructions for use