



Accident and Emergency Guidance

Dealing with an incident/accident

- 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 a 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

Suggested minimum content of the First Aid container (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. **IMPORTANT** - no creams, lotions, medicines or tablets are permitted.

Guidance on maintaining First aid containers

- Keep clean and free from dust
- Protect contents from damp
- If possible make accessible, preferably located near to hand washing facilities
- Should be green with a white cross
- Examine regularly and restock after use
- Discard out of date items
- Keep a sufficient supply

Don't forget to record any accident/incident in the 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.

Accident / emergency contact information

**IN AN EMERGENCY
DIAL 999**



Qualified first aiders

Joel Camp
Faye Camp
Sarah Anderson

Defibrillator

In the Sports Centre
Tel: 449 880

Accident and Emergency Department

Gloucester Street
St. Helier
JE1 3QS
Tel: 442 000

On witnessing an accident or emergency, please ensure you complete an accident report form and hand to a member of the committee.