



# Accident and Emergency Policy

## Guidelines for 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 your first aider to take appropriate action.
- If the injury requires specialist treatment, call the emergency services.
- If a group session is in progress, 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.
- If the person is a minor contact their parent/carer.
- Report the incident in the Accident report book (kept in the kitchen with the 1<sup>st</sup> Aid equipment).

## First Aid

### Locations of equipment and list of qualified coaches/members

Woodland LTC provides emergency first aid and the following coaches and members hold an up to date appointed person's first aid certificate:

James Kilpatrick  
Tom Kidacki  
Lesley Charlesworth  
Penny Piccio  
Gail Jugg  
Penny Meadley

**First aid equipment is stored in the clubhouse kitchen**