



*Stay calm but
act swiftly*

Accident and Emergency Procedure

This procedure outlines what you should do if an injury or illness occurs during club activities such as a training session, a match or a club tournament.

At Lightwater Leisure Centre, or any of the facilities used by clubs that Swifts visit, there is a first aider on duty at all times and a telephone is always available.

If an incident/accident occurs during club activities:

DURING THE INCIDENT

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.
- 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.

AS SOON AS POSSIBLE

- Contact the injured person's parent/carer.

AFTERWARDS

- Complete an incident/accident report form.

If appropriate, collect and collate statements from witnesses.

The form should be completed by the main person who dealt with the incident.

WHEN PRACTICABLE

Hand or send the incident report form to the club secretary as soon as is practicable.

Completed forms will be retained by the club secretary.