

Accident and Emergency Guidance

Outlined below are some suggestions for you to include in your 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
- 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

This information is being provided as a guide and has been taken from the St Johns Ambulance Approved Code of Practice. There is no mandatory list of materials that should be kept on a First Aid container but the Approved Code of Practice gives guidance on the minimum content that should be made available 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. Note – no creams, lotions, medicines or tablets are permitted.

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- Discard out of date items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 an 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



It is also useful to have the key contact names and numbers on display. A simple A4 poster outlining names and contact details of First Aiders, plus address and number of the nearest A&E are key pieces of information that should be easily accessible to members/users.

List of qualified first aiders:

Joe Bloggs
Florence Nightingale
Etc...

Nearest Accident and Emergency Department:

Queen Elisabeth II Hospital
Welwyn Garden City
Hertfordshire
01707 368111

For advice about injuries or accidents of a less severe nature, please call:

NHS Direct 0845 4647

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

