



Guidelines for dealing with an incident/accident

If an incident/accident occurs during club activities (this could include Wednesday training/Shires League matches/additional county trains sessions):

- 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 (at main reception) who should take appropriate action for minor injuries
- There will be a trained first aider at HSV, however, other venues such as Presdales and Bishops Hatfield, there will not be, therefore the person in charge, usually the coach, should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Check the medical forms to advise on medical information, allergies etc. This information is available on the Squad registration forms.
- Deal with the rest of the group and ensure they are adequately supervised.
- Do not move someone with major injuries. Wait for emergency medics.
- Contact the injured person's parent/carer.
- Complete an accident form, downloadable from the HJBA website, and if appropriate collect statements from witnesses.
- Completed forms should be forwarded to the HJBA Welfare Officer, Barbara Lewczynska. Contact details 07979 384603