



## Accident and Incident Guidelines

### RCC Guidelines for Dealing with an Accident or Incident on site

#### Incident report forms

Incident reporting forms are located in the First Aid cupboard and away match coaches carry incident forms in their kit bags.

#### Child Protection

All Child protection issues/incidents must be immediately brought to the attention of the Club Welfare Officers

- Christine Bellenger - 07711 495927      email - [cbelle1997@gmail.com](mailto:cbelle1997@gmail.com)
- Peter Brinsden - 01252 795065      email - [pbrinsden@tiscali.co.uk](mailto:pbrinsden@tiscali.co.uk)

#### First Aid

A list of qualified first aiders is on the Club's main notice board

#### In the event of an injury related incident

**DO NOT MOVE ANYONE WITH MAJOR INJURIES OR WHO APPEARS DAZED/UNCONSCIOUS**

Stay calm but act swiftly, observe the situation, is there a danger of further injuries

Listen to what the injured person is saying

Alert the qualified first aider or in their absence a Club Official on site at the time

In the event of an injury requiring emergency/specialist treatment the First Aider or in their absence a Club Official on site at the time is to ensure the emergency services are called on 999

If the First Aider is on site and emergency/specialist action is not required the First Aider will take appropriate action and treat any minor injuries

#### ***If the incident involves children***

Ensure other children in the group are looked after appropriately

Inform the child's parents, if they are present at the event, or nominate an appropriate person to telephone them and advise them of the incident

Complete an Accident/Incident form once all other action is complete. Forward the form to a Club Official. Depending on the nature of the incident all reports will be reviewed at the next scheduled Club Management Committee Meeting or sooner if required.

#### Additional information

- The local doctor's surgery is at 42 Boundstone Road, GU10 4TG – phone 01252 793183
- The nearest A&E department is Frimley Park Hospital, GU16 7UJ – map quest details are on the notice board adjacent to this guidance
- The NHS telephone advice service (non-emergency) can be contacted on 111