



## **GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT**

### *HOWDEN TOWN AFC*

WHILST EVERY EFFORT IS MADE TO ENSURE THE SAFETY AND WELL-BEING OF ALL PERSONS ASSOCIATED WITH HOWDEN TOWN AFC, ACCIDENTS CAN AND DO STILL OCCUR. IN ORDER TO TRY AND MINIMISE THE IMPACT OF ANY INCIDENT PLEASE NOTE THE POINTS LISTED BELOW:

- 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 medics.
- Contact the injured person's parent/guardian.
- Complete an incident/accident report form.