



Lenzie Tennis Club (SCIO) Accident and Emergency Guidance

Outlined below are some suggestions for you to consider when dealing with an accident/incident:

- **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, if available, 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 spouse/partner/parent/carer**
- **Complete and submit an Accident/Incident Report Form - available in the clubhouse**

This information is being provided as a guide. There is no mandatory list of materials that should be kept in 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.

- **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. Note - no creams, lotions, medicines or tablets are permitted.

For 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- **Discard out of date items**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 in the clubhouse. This should be completed in full and then passed on to either the Club President or a member of the Committee to ensure it is officially recorded and any necessary action is taken.