

## ACCIDENT AND EMERGENCY PROCEDURE

When dealing with an accident or 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 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 service.
  - *Contact the injured person's parent/carer.*
  - *Complete the Hoylake Lawn Tennis Club (HLTC) incident/accident report book.*

### **First aid kit:**

There is a first aid kit in the clubhouse situated by the kitchen door, it contains:

- Adhesive dressings (individually wrapped and assorted sizes).
- Sterile eye pads.
- Triangular bandages (individually wrapped and sterile).
- Medium sterile wound dressings (individually wrapped and un-medicated).
- Large sterile wound dressings (individually wrapped and un-medicated).
- Safety pins.
- Disposable gloves.

### **Qualified First Aiders**

The club has qualified first aiders i.e. coaches and welfare officers who will assist in the event of an incident, however, these individuals may not be available. If no first aider is present then please contact the emergency services.

### **Defibrillator**

The club has a defibrillator situated on the wall of the clubhouse to the left of the front door. You do not need to be trained to use this, the defibrillator will guide you through what to do with simple voice instructions and visual prompts.

Anyone can safely use a defibrillator. Do not wait for the emergency services to arrive to start treating the casualty.

Nearest Accident and Emergency Department

Arrowe Park Hospital

Arrowe Park Road

Upton

Wirral

CH49 5PE

**Hospital: 0151 678 5111**

**A&E Reception: 0151 604 7716**

The **Walk In Service** will be open for four hours each day, seven days a week:

1.00pm-5.00pm Monday-Friday

12.00pm-4.00pm Saturday and Sunday

Arrowe Park Walk-in Centre

Arrowe Park Hospital

Arrowe Park Road

Upton

CH49 5PE     **Hospital: 0151 678 5111**

Opening Times:

Monday – Sunday 8.00am – 10:00pm (including bank holidays)

For advice about less severe injuries call **NHS Direct 111**