

Pin Point Tennis Team

Accident and Emergency Guidance

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

The minimum contents in a First Aid Container

- ✓ A guidance leaflet
- ✓ 20 adhesive dressings (individually wrapped and assorted sizes)
- ✓ 20 sterile 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

Also recommended – eye wash, burns treatment, resuscitation masks and cold packs as possible additions. Note – NO creams, lotions, medicines or tablets are permitted.

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- Discard out of date items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 form. This should be completed in full and then passed on to a member of the Pin Point Tennis Team to ensure it is officially recorded and any necessary action is taken.

Accident/Emergency Contact Information

It is also useful to have the key contact names and numbers on display. A simple A4 poster outlining names and contact details of First Aiders, plus address and number of the nearest A&E are key pieces of information that should be easily accessible to members/users.

List of qualified First Aiders

- Gemma Wiltshire

Nearest Accident and Emergency Departments

Frimley Park Hospital NHS Foundation Trust
Portsmouth Road
Frimley
Surrey
GU16 7UJ

The Royal Surrey County Hospital
Egerton Road
Guildford
GU2 7XX

For advice about injuries or accidents of a less severe nature, please call:
NHS Direct 0845 4647

On witnessing an accident or emergency, please ensure you complete an accident report form and hand to a member of the Pin Point Tennis Team.