

# MOUNTAIN WARRIORS LIMITED



## Emergency & First Aid Provision and Procedures

10<sup>th</sup> May 2007

# Emergency and first aid procedures

## General instructions

**Important:** It is recognised that these procedures may at time fall out of step with the guidelines laid out by the HSE (Health and Safety Executive) if this is found to be the case then the HSE guidelines will be deemed to take precedence and the owner of this document should be informed of the new guidelines or changes.

Members should not park in areas that restrict access to the clubhouse or the playing area, particularly: those labeled for disabled or emergency vehicles.

It is the responsibility of the head coach for each team to thoroughly check the relevant playing areas and pitches prior to each training session and match, with the assistance of volunteers or parents, to identify and carefully remove any potentially harmful objects, such as glass, cans, dog faeces etc.

## Emergency evacuation of club houses or hired premises

In case of fire, a shout of 'FIRE' will be called or an appropriate alarm in the case of hired premises will ring, to alert all individuals. An instruction will be given to leave the building by the nearest available exit in a calm and orderly manner to an assembly point identified by the coach. The assembly point will be a safe distance from the Clubhouse or hired hall and clear of the car park, in order not to restrict access for the fire brigade.

Officers of the Club, Committee members, bar staff or, in their absence, any responsible member will assume immediate responsibility and call the fire brigade if required.

If it is safe to do so, an attempt to extinguish the source of the fire can be made using an appropriate fire extinguisher, e.g. by ensuring that a safe passage to an exit point is available and that there is a low risk of suffocation. DO NOT tackle the fire if larger than a waste paper bin AND an extinguisher is present in the same room, otherwise close the door, raise the alarm and leave the premises.

An Officer of the Club, a Committee member or any responsible member should, if safe to do so, check that the premises have been evacuated, close doors and proceed to the assembly point to take charge and to liaise with the fire brigade on their arrival.

Upon exiting the club in an emergency situation, appropriate action, assistance and care should be forthcoming from adult members to ensure the safe exit of junior members and any members that suffer from disabilities. However, members should not put themselves or anybody else in danger to provide assistance.

## Calling the emergency services

If the fire brigade or an ambulance is required a 999 emergency call should be made by a responsible person from the Club phone, using the instructions on display by the Club phone or in the First Aid kit.

In emergencies a mobile phone should be used from the playing area provided that there is a strong reliable signal, and the bar staff should be informed that an emergency call has been made.

If an ambulance has been called, a responsible person, but not the first aider (who should remain with the casualty), should direct the ambulance to the casualty as it arrives in the car park.

## First aid

Managers of teams without a qualified First Aider present on the day should note the location of First Aiders who are present.

Each First Aider will carry a First Aid kit, this is in addition to any First Aid kit provided on the premises. This kit will contain all First Aid supplies suitable for likely incidents occurring at the club and in connection with the club. This kit will also include the appropriate accident report forms for incidents occurring, such as in the clubhouse, that are not connected with the sport.

Each First Aider attached to a team will be issued with a mobile First Aid kit for use both at home and away matches, containing First Aid equipment, an easy to follow guide to First Aid procedures, instructions for making an emergency call, an Injury Report Form and a list of Contents/Order form.

During training/playing sessions, the First Aid kits should be in open view beside the relevant playing areas.

Should there be an incident, a responsible person shall be dispatched to the nearest available First Aider who will attend to the casualty. If this is sufficient, the First Aider will remain with the casualty until the risk is reduced or, if the casualty is a minor, until they are relieved by a parent/carer.

If necessary the First Aider will request that an ambulance is called following the procedure in Section 3 above, but in the event of a suspected life threatening condition, e.g. prolonged unconsciousness, loss of breathing, suspected heart failure or excessive loss of blood, an ambulance should be called immediately by anyone, at the same time as a First Aider is being located.

An Injury Report Form from the First Aid kit should be completed as soon as possible after the incident by the person dealing with the injury. A copy of this form should be forwarded to the First Aid Officer, Richard Gillies who will be the custodian of records of injury for the club.

Within 24 hours of the injury occurring, the manager or coach of the injured player should contact the parents/carers to enquire about the welfare of the injured player and to find out about any follow up to the injury, e.g. after being seen at a hospital Accident and Emergency Department or by a Doctor.

## Basic guidelines for dealing with an injury

The following basic instructions should be observed when handling an incident:

- 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/carer.
- Complete an incident/accident report form

## What items should be in the first aid kit?

There is no standard list of items for a first aid kit; it depends on what you assess the needs to be. Certain NGB's provide a suggested list of potential items, but guidance from the Health & Safety Executive (HSE) suggests that a minimum stock of first aid items would be:

- Leaflet providing general guidance on first aid, such as the HSE "Basic Advice on First Aid at Work"
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized (approx 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approx 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

- **You should not keep tablets or medicines in the first aid kit (other than aspirin).**

## Document History

Author	Version	Date	Description
Richard Gillies	1	26/04/07	

## Reviewers and authorisers

Name	Position	Date agreed	Version	Description
David Clark	Director			Authorisor
Richard Gillies	Director			Authorisor
Wayne Earle	Chief Coach			Reviewer

## Distribution Lists

Distribution lists (See separate distribution lists)
Officials
Coaches
Assistant Coaches
Volunteers