

## Accident & Emergency guidance

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The following is intended as guidance on how to react in the event of an accident or emergency at PRINCES RISBOROUGH LAWN TENNIS CLUB:

### Accident/emergency contact information

*The following members are qualified first aiders:*

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|-------------------|-------------------|----------------------|
| • Mel Burn:       | Tel: 01844 343478 | Mobile: 07949 128195 |
| • Hazel Brownlee: | Tel: 01844 344375 | Mobile: 07825 925990 |
| • Sally Sculfor:  | Tel: 01844 345895 | Mobile: 07712 173436 |
| • Sarah James:    | Tel: 01844 273231 | Mobile: 07798 863580 |

*The nearest Accident and Emergency Department is:*

- **Stoke Mandeville Hospital**, Mandeville Road, Aylesbury, HP21 8AL  
Tel: 01296 315000

*For advice about injuries or accidents of a less severe nature, please call:*

- **NHS: 111**

On witnessing an accident or emergency, please ensure you complete an **ACCIDENT REPORT FORM** and hand to a member of the committee so the incident can be recorded and any necessary action taken. Accident report forms are located with the First Aid box in the clubhouse.

### Outlined below are some guidelines for dealing with an incident/accident:

- 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 a 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

*This information is being provided as a guide and has been taken from the St Johns Ambulance Approved Code of Practice.*

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### First Aid container

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:

- A 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 as possible additions.

Note: no creams, lotions, medicines or tablets are permitted.

First aid containers should be:

- kept clean and free from dust
- protected from damp
- made accessible, preferably located near to hand washing facilities
- green with a white cross
- examined regularly and restocked after use (out of date items should be discarded)

The person responsible for the First Aid container at PRINCES RISBOROUGH LAWN TENNIS CLUB is:

**MR BARRIE EDWARDS**

Tel: 01844 342209

Email: [barrieedwards@btinternet.com](mailto:barrieedwards@btinternet.com)