



Gorleston Lawn Tennis Club  
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### **Accident and Emergency Guidance – Gorleston Lawn Tennis Club**

Outlined below are some suggestions for you to include in your 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 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

This information is being provided as a guide and has been taken from the St Johns Ambulance Approved Code of Practice. There is no mandatory list of materials that should be kept on 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

- 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- Discard out of date items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 on the notice board and next to the first aid boxes. This should be completed in full and then passed on to a member of the committee, 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:

Sam Noble  
Mike Reynolds  
Simon Jordan  
Stuart Brabben  
Colin Greengrass...

Nearest Accident and Emergency Department:

James Paget Hospital  
Lowestoft Road  
Gorleston  
01493 452452

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 committee.

***This policy was adopted by the GLTC Committee on 06/06/11***