

***DURHAM CITY HARRIERS AND ATHLETIC CLUB***



**Guidelines for dealing with an incident or accident**

- 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, enter the details in the accident log book along with a copy of this form. The club Chair is custodian of the accident log book.
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